

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. EPA Region IV Procurement Section 14th Floor Atlanta Federal Center 61 Forsyth St., SW Atlanta, GA 30303	CODE	7. ADMINISTERED BY (If other than Item 6)	CODE	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INTEGRATED LABORATORY SYSTEM P.O. BOX 13501 Research Triangle Park (Industrial Area), NC 27709	(✓)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	✓	10A. MODIFICATION OF CONTRACT/ORDER NO. 68-W-01-009 TO# 15 10B. DATED (SEE ITEM 13) 02/01/02
CODE FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This action hereby extends the period of performance of the subject task order at no additional cost to the Government through 2/28/03.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHARLES K. HAYES	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA <i>Charles K. Hayes</i> (Signature of Contracting Officer)	16C. DATE SIGNED JAN 22 2003

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015, Mod: 0003

Summary Information

Title: Superfund Analytical Support
Period of Performance: From: 02/01/02
To: 02/28/03
Award Date: 02/01/02
Total Funding: \$1,445,296.00

Funding Breakout

Acct.Info	Funding Category	Amount
FY2002 - DT2021	Estimated Cost	
	Fixed Fee	
Total:		\$200,000.00
FY2002 - DT2026	Estimated Cost	
	Fixed Fee	
Total:		\$1,200,000.00
FY2002 - F0R197	Estimated Cost	
	Fixed Fee	
Total:		\$45,296.00

Redacted
Exemption 4, CBI

[M] - Modified
[A] - Added

TO Classification

The following changes have occurred:

The Anticipated Expiration Date has changed from 01/31/03 to 02/28/03.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. PR-R4-02-10320	5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. EPA Region IV Procurement Section 14th Floor Atlanta Federal Center 61 Forsyth St., SW Atlanta, GA 30303		7. ADMINISTERED BY (If other than Item 6)		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INTEGRATED LABORATORY SYSTEM P.O. BOX 13501 Research Triangle Park (Industrial Area), NC 27709		(✓)	9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 11)	
		✓	10A. MODIFICATION OF CONTRACT/ORDER NO. 68-W-01-009 TO# 15	
			10B. DATED (SEE ITEM 13) 02/01/02	
CODE FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See the section, Accounting/Appropriation Data, in the attachment on Page 2.

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

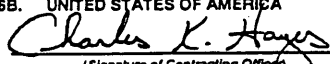
(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22 "Limitation of Funds"

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This modification adds incremental funding in the amount of \$45,296 which fully funds the task order ceiling amount of \$1,445,296.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHARLES K. HAYES	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED SEP 23 2002

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015, Mod: 0002

Lead PR Number: PR-R4-02-10320

Summary Information

Title: Superfund Analytical Support
Period of Performance: From: 02/01/02
To: 01/31/03
Award Date: 02/01/02
Total Funding: \$1,445,296.00

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount	P /
Base	F0R197	02	TC	72F	50102D	HQ00BM00		2505	\$45,296.00	P

Funding Breakout

Acct.Info	Funding Category	Amount
FY2002 - DT2021	Estimated Cost	
	Fixed Fee	
	Total:	\$200,000.00
FY2002 - DT2026	Estimated Cost	
	Fixed Fee	
	Total:	\$1,200,000.00
FY2002 - F0R197	Estimated Cost	
	Fixed Fee	
	Total:	\$45,296.00

Redacted
Exemption 4, CBI

[M] - Modified
[A] - Added

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. PR-R4-02-10258	5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. EPA Region IV Procurement Section 14th Floor Atlanta Federal Center 61 Forsyth St., SW Atlanta, GA 30303		7. ADMINISTERED BY (If other than item 6) CODE		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO.
INTEGRATED LABORATORY SYSTEM P.O. BOX 13501 Research Triangle Park (Industrial Area), NC 27709			9B. DATED (SEE ITEM 11)
		✓	10A. MODIFICATION OF CONTRACT/ORDER NO. 68-W-01-009 TO# 15
			10B. DATED (SEE ITEM 13) 02/01/02
CODE FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See the section, Accounting/Appropriation Data, in the attachment on Page 2.

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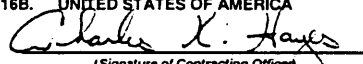
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	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22 "Limitation of Funds"

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This modification hereby transfer funding in the amount of \$200,000 from Task Order 0001 to Task Order 0015. The Task Order Ceiling of \$1,445,296 remains unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHARLES K. HAYES	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED AUG 8 2002

(Signature of person authorized to sign)

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015, Mod: 0001

Lead PR Number: PR-R4-02-10258

Summary Information

Title: Superfund Analytical Support
Period of Performance: From: 02/01/02
To: 01/31/03
Award Date: 02/01/02
Total Funding: \$1,400,000.00

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount	P / C
Base	DT2021	02	T	4AD0P	50102D	04WQLA00	C009	2505	\$200,000.00	C

Funding Breakout

Acct.Info	Funding Category	Amount
FY2002 - DT2021	Estimated Cost	
	Fixed Fee	
	Total:	\$200,000.00
FY2002 - DT2026	Estimated Cost	
	Fixed Fee	
	Total:	\$1,200,000.00

**Redacted
Exemption 4, CBI**

[M] - Modified
[A] - Added

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER FEB 1 2002		2. CONTRACT NO. (If any) 68-W-01-009		6. SHIP TO:			
3. ORDER NO. 0015		4. REQUISITION/REFERENCE NO. PR-R4-02-10096		a. NAME OF CONSIGNEE MICHAEL H. BIRCH, TOPO			
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region IV		b. STREET ADDRESS COLLEGE STATION RD			c. CITY ATHENS		
7. TO:		d. STATE GA		e. ZIP CODE 30613			
a. NAME OF CONTRACTOR INTEGRATED LABORATORY SYSTEM		f. SHIP VIA					
b. COMPANY NAME		B. TYPE OF ORDER					
c. STREET ADDRESS P.O. BOX 13501		[] a. PURCHASE REFERENCE YOUR:		[X] b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
d. CITY Research Triangle Park		e. STATE NC		f. ZIP CODE 27709			
g. ISSUING OFFICE APPROPRIATION DATA See Attached		10. REQUISITIONING OFFICE Same as Block 6					
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							
[X] a. SMALL		[] b. OTHER THAN SMALL		[] c. DISADVANTAGED		[] d. WOMEN OWNED	
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS N/A	
13. PLACE OF		a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6			
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	See Attached						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h). TOT. (Cont. pages)	
21. MAIL INVOICE TO:							
SEE BILLING INSTRUCTIONS ON REVERSE	a. NAME Environmental Protection Agency					\$1,445,296.00	17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Research Triangle Park Financial Management Center (D143-02)						
	c. CITY Research Triangle Park		d. STATE NC	e. ZIP CODE 27711			
	23. NAME (Typed) CHARLES K. HAYES						
22. UNITED STATES OF AMERICA BY (Signature) 					TITLE: CONTRACTING/ORDERING OFFICER		

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

Summary Information

Title: Superfund Analytical Support
Period of Performance: From: 02/01/02
To: 01/31/03
Award Date:
Total Funding: \$1,200,000.00

Accounting/Appropriation Data

DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C
DT2026	02	T	4AD0P	50102D	04WQLA00	C009	2505	\$1,200,000.00	P

Funding Breakout

Acct.Info	Funding Category	Amount	Redacted
FY2002 - DT2026	Estimated Cost		Exemption 4, CBI
	Fixed Fee		
Total:		\$1,200,000.00	

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: MICHAEL H. BIRCH
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8552
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: FRANK R. ALLEN
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 760-355-8808
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: ALAN G. AUWARTER
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8740
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: DEBORAH A. COLQUITT
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8804
Fax Number:

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: JOHN S. HALL
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8615
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: LINDA P. KIDD
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8731
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: ARCHIE L. LEE
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8623
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: DENNIS G. REVELL
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8807
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: HERBERT L. REVELLS
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8840
Fax Number:
E-Mail Address:

Attachments

Attachment Type

Superfund Analytical Support
Hours
Invoice Approval Authority

Subcontractor Consent

Name	Type	Amount
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Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

MANTECH ENVIR.

Cost-Plus-Fixed-Fee

\$291,888.00

Task Order Totals

Category

Amount

Estimated Cost
Fixed Fee

Redacted
Exemption 4, CBI

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

**Statement of Work
Task Order No. 15
Superfund Analytical Support
Period of Performance 2/1/2002 - 1/31/2003
January 31, 2002 (3:30PM)**

PURPOSE

The purpose of this Task Order (TO) is to provide Superfund analytical support to the EPA Region 4 Science Ecosystem Support Division (SESD). The contractor shall perform and provide field/laboratory support services to the EPA Region 4 or other government entities under the provisions of the contract Statement of Work (SOW) **Task Area I, Analytical Support** and **Task Area III: Analytical Logistical Support**. See Attachment 1 Estimated Number of Samples and Analysis for Region 4's expected number of requests for each Task listed below.

STATEMENT OF WORK:

The contractor shall provide analytical chemistry, biological, field sampling and analytical support to EPA at the Agency's regional laboratory facilities and at specified field locations using mobile laboratory(ies) and/or field based analytical methods.

The contractor shall comply with all SESD SHEMP health and safety, environmental, waste handling and other applicable SESD work rules while conducting on-site or off-site functions. The contractor shall also follow Good Automated Laboratory Practices for all analytical work required by this TO. Upon issuance of this TO, the Task Order Project Officer (TOPO) will provide the contractor with applicable requirements. The contractor shall become familiar with all applicable standard operating procedures (SOPs) referenced in and accompanying the TO.

The contractor shall notify the TOPO immediately if it encounters any equipment failure that cannot be readily remedied by the contractor or technical problems that may impact the quality or on-time delivery of deliverables, or if any required equipment or supplies are unavailable to accomplish required work under this TO.

TASK 1: Task Order Management:

The contractor shall track the status of tasks, labor hours and costs for each task under this TO, including each site-specific project, in accordance with the contract Attachment 2, Reports of Work Page 2-1 of 5. Program management costs shall be identified from other costs in the financial report. The contractor shall provide the Project Officer (PO) and Task Order Project Officer (TOPO) with monthly reports of the above-referenced data.

Team management shall meet with the PO, TOPO, and other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this Task through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate, complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPO with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPO prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor revise its QMP and QAPP to reflect any new changes in operation or new requirements or implement an EPA approved Quality Management Plan (QMP) that meets specifications in EPA QA/R2 and requirements outlined in EPA QA-R5.

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

The contractor shall implement or revise an existing Health and Safety plan as needed to assure that all requirements specified above are addressed.

Deliverables:

The contractor shall submit to the PO/TOPO all reports defined in the SOW (Attachment 2, Reports of Work Page 2-1 of 5) and monthly status reports under this TO.

The contractor shall submit to the PO a QMP and QAPP, covering applicable activities under this TO within the time frames specified in the approved in the Work Plan for this TO.

The contractor shall submit to the PO and TOPO a Health and Safety Plan within the time frame specified in the approved Work Plan for this TO.

Task 2: Environmental Sample Analysis:

The contractor shall prepare and/or analyze environmental samples consisting of a variety of media for chemical contaminants including, but not limited to, pesticides/PCBs, volatiles and semivolatile organic compounds; cyanide, metals, nutrients and other inorganic analytes.

The TOPO shall assign the analysis of each batch of samples covering a specific project and other analytical support activities through the issuance of a TDF. The TDF will specify the number and identity of samples requiring analysis, the analytical methodologies to be used and a schedule for analysis and submission of deliverables.

The Contractor shall perform the following activities in accordance with the most current guidance documents: Environmental Investigations Standard Operating Procedures and Quality Assurance Manual, (EISOPQAM), Analytical Support Branch Operations and Quality Control Manual, and Ecological Assessment Branch Standard Operating Procedures. These documents are available through the Internet at the following address:
http://www.epa.gov/region4/sesd/sesdpub_guidance.html.

The contractor shall perform all extractions, analyses and data reductions of assigned samples in conformance with specified SOPs and TDF requirements. During all analytical steps, the contractor shall comply with all quality assurance requirements, including the maintenance of quality control measurements, as specified in the applicable SOPs. The contractor shall also prepare all analytical standards required for the sample analysis.

The contractor shall maintain logbooks and worksheets in accordance with good laboratory practices and complete all documents and recordings as required by the analytical SOP. The contractor shall archive sample extracts in the designated areas, upon completion of the analysis of each batch of samples, and archive the data on electronic media, when required by storage capacity, in accordance with the appropriate SOPs.

The contractor shall track the progress of completion of each analytical project by updating the QA/QC status of the samples in the Region 4 Laboratory Information Management System (R4LIMS) to track sample preparation (number of samples), analysis and data reduction and submission of deliverables.

The contractor shall perform other analytical support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of laboratory equipment. These activities include the analysis of performance evaluation and other QA-related samples; the evaluation of instrumentation, software, and methodologies; the review, preparation or revision of analytical SOPs; and other analytical-related support tasks.

Deliverables: The contractor shall submit to the TOPO reports pertaining to the analysis of samples, as referenced in SOPs of this TO, and reports of other analytical support activities, in accordance with the requirements specified in TDFs. The contractor shall submit the appropriate data and the cover letters for each report to the TOPO or as designated in the TDF.

Task 3: Biological Support:

The contractor shall perform the following biological activities listed in **B. Biological Support:** of the contract SOW in accordance with the latest U.S. EPA Region IV Ecological Assessment Branch Standard Operating Procedures, and Region IV Standard Operating Procedures for Toxicity Testing Hazardous Waste Assessments.

The contractor shall provide acute and chronic toxicity tests with Ceriodaphnia, fathead minnows, lettuce, earth worms,

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

amphipods, algal, Microtox, and/or other organisms on samples collected at Superfund or other sites. Perform activities necessary for the culturing and maintenance of biological test organisms to assure an adequate, viable supply of the organisms for biological/microbiological testing at the EPA Regional laboratory. The contractor shall obtain new test organisms in order to maintain existing laboratory cultures. Perform culturing activities in accordance with established, approved or regulated methodologies and laboratory SOPs specified in the TO or through TDFs. Collect bioassay samples and/or organisms at specified sites. Perform on-site toxicity testing, algal growth potential and other bioassessment procedures, or endangered species assessments.

The contractor will be tasked to develop documents that include screening assessments, problem formulation sampling and analysis plans and quality assurance project plans and risk characterizations for ecological risk assessment. The contractor will be required to collect biological samples such as mussels, crabs, fish, reptiles and amphibians at Superfund sites. This would also include sample processing such as tissue homogenization and sample shipping.

The contractor will provide analysis of soils/sediments for particle size analysis, total organic and inorganic matter, total organic carbon and other physical/chemical parameters.

The contractor shall perform other analytical/biological support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of laboratory equipment.

The contractor shall develop and implement a site work plan detailing required field activities, including sample collection and testing, test organism identification and examination, sample preparation and packaging, chain-of-custody requirements, and decontamination procedures per the TO or as issued in the TDF.

The contractor shall perform QA/QC analysis with all the above mentions analytical and field tasks.

Deliverables:

The contractor shall submit to the TOPO reports pertaining to the analysis of samples, as referenced in SOPs of this TO, and reports of other biological support activities, in accordance with the requirements specified in TDFs. The contractor shall submit the appropriate data and the cover letters for each report to the TOPO or as designated in the TDF. The contractor shall submit any revised SOPs with the test report.

The contractor shall perform the culturing and maintenance of biological test organisms including QC to assure an adequate, viable supply of the organisms for biological testing.

The contractor shall obtain new test organisms in order to maintain existing laboratory cultures.

The contractor shall provide forms and laboratory log books for all recordings including QA/QC documentation required by the SOPs and TDFs, and daily calibration of laboratory instruments.

The contractor shall provide monthly reports and related QC for Standard Reference Toxicity Tests (chronic and acute). Raw and QC data shall be included in the reports as specified in the SOPs, TOs or TDFs.

Task 4: Field/Warehouse Support:

The contractor shall provide support as listed in C. Field Analytical Support, Field Warehouse Operations Support, and pertinent Task Area III, Analytical Logistical Support in the contract SOW. The contractor shall perform the following field activities in accordance with the previous reference guidance documents.

- Provide decontamination/cleaning of field equipment, analytical instruments, as well as sample container preparation to meet with QA/QC checks and requirements.
- Provide field investigation vehicle loading/unloading support. Receives equipment load out requests and insures that field sampling and testing equipment is cleaned and prepared for use to meet with QA/QC requirements. Includes maintenance of batteries and battery shed.
- Maintain Field Equipment Center (FEC) in a neat and organized manner and track the inventory of supplies in a computer database for tracking consumables for field projects.
- Provide routine field and laboratory instrument/operator maintenance incidental to other assigned tasks including log in of maintenance and calibration records.
- Setup and perform QC checks to verify calibrations on new field sampling and field analytical equipment to

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

assure that equipment is operating according to vendor specifications, assist in configuring equipment to accomplish field analytical tasks.

- Provide field and analytical support. Conduct pH, DO, turbidity, temperature, conductivity, water level measurements and similar testing and air monitoring. Collect and preserve water, soil/sediment, waste, and leachate samples for subsequent chemical analysis. The contractor shall perform other field analytical support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of field equipment
- Precisely locate and document sampling sites and features at hazardous waste and other sites. GPS coordinates are collected and provided to EPA's GIS Section for inclusion in the GIS program.
- Provide field sampling support by operating EPA drill rig equipment and other specialized equipment as specified in the contract SOW.
- Provide Field Analytical Screening Project (FASP) analysis support. Support will include conducting a variety of organic and inorganic chemical analyses using equipment listed in the SOW Attachments 3, 4, 5. Analytical support may be provided at both fixed and field laboratory sites.
- Provide for operation, management, and maintenance of mobile laboratories listed in the GFP.
- Develop field investigation Work Plan for all support activities and submit to EPA for review and approval as requested in the TDF.
- Process and enter analytical data and its associated location information into a GIS or EMAP environmental system, necessary to display analytical data source maps and tables. Generate source maps using ARCINFO, AUTOCAD, or other commercially available software.
- Generate and/or distribute chain-of-custody documentation, traffic report forms, electronic field sheets and sample tags. This may include using EPA developed sample tracking software, (e.g., Forms II Lite);
- Package and ship field samples, including document management, and return coolers.

Frequent travel within Region IV is required. The contractor will coordinate with Project Leaders for transportation to site via GOV or GFP. Site visits may include documentation of field collection efforts, sampling locations, and methodologies to determine if technical comments provided in site-specific work plans are followed and incorporated into subsequent deliverables. The contractor shall prepare detailed records of all such activities. In all instances, the contractor shall identify themselves as employees of ILS/ManTech.

Deliverables: The contractor shall prepare and submit reports associated with the above list of tasks as per F.

Deliverables in the contract SOW, appropriate regional TO/SOPs or as issued through the TDF. Computer reports will be provided for ordering of consumables and items consumed for field projects.

Task 5: Routine Instrument Maintenance:

The contractor shall perform routine analytical laboratory instrument set up and maintenance activities required for the analysis of samples assigned under this TO. The TOPO shall assign routine set up and maintenance of instrumentation, not completed in connection with the contractor's analysis of samples, through the issuance of a TDF, which will specify the nature of the tasks and schedule for completion.

Deliverables: The contractor shall prepare and submit a report to the PO and TOPO outlining the activities completed and difficulties encountered for tasks assigned through each TDF within five (5) days of completion.

Task 6: Technology Transfer:

The contractor shall provide information to EPA personnel for the purpose of transferring knowledge of a specific analytical or QA technique or technology obtained in performing work under the ESAT contract, and attend conferences or meetings, in accordance with Task Area V of the contract Statement of Work (SOW). The TOPO will issue TDFs to the contractor specifying the information required and the schedules for completion.

Deliverables: The contractor shall prepare and deliver to the PO and TOPO a summary of information provided under each TDF within five (5) days of completion.

Task 7: Training:

The contractor shall attend vendor-specific training in new technologies or specialty equipment/instruments and other EPA-specific training relating to the analysis of environmental samples, in accordance with Task Area V of the contract SOW. This may include training related to analytical instrumentation, field sampling technology, quality assurance, software or other related material. All training shall be performed only upon prior issuance of a TDF, specifying the nature of and schedule for training.

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

Attachment 1 Contract # 68-W-01-009 Year 2

Listed below is EPA estimates for the various task areas during the performance period of this Task Order.

Organic Analyses

Type Organic Analyses	Superfund Program
VOA (Prep)	249
VOA Analysis	352
PEST Analysis	406
PEST (DDTRS)	40
BNA	29
Total Organic Support	1076

Extractions Year 2

Extractions	Superfund Program
Semivolatiles or BNA	485
Pesticides/PCB	520
Total Extractions	1005

Air Support Year 2

Air Support Areas	Superfund Program
PUF/XAD	193
PUF/XAD (Cleaned)	193
Cut Hi Vol Filters	193
Total Air Support	579

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

FASP Analyses Year 2

Type FASP Analyses	Superfund Program
FASP VOA	100
FASP Pest	100
FASP (XRF/Niton) Site Support	10
FASP (Sulfide)	100
FASP (DO)	100
FASP (Fe+2)	100
FASP (Hardness)	100
FASP (Alkalinity)	100
Total FASP Support	710

Inorganic Analyses Year 2

Type Inorganic Analyses	Superfund Program
Metals Digestion	653
Percent Moisture	365
Mercury	493
Cyanide	50
Turbidity	222
TCLP	15
pH for TCLP	15
Pipette Calibrations	200
Nitrate-Nitrite	215
Sample Disposals	2,420
Digestate Disposals	1,376
Total Inorganic Analyses	6024

Superfund Analytical Support

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

Field Analytical Support Year 2

Field Analytical Support Areas	Superfund Program
Site Visits w/on-site support provided	75
Site Visits w/FORMS support provided	60
Items Deconned	11,099
Load-Ins	40
Load-Outs	39
Pick-up/Deliveries	151
Vehicles Deconned	90
Batteries Charged	218
Total Field Analytical Support	11772

Biology Support Year 2

Biology Support	Superfund Program
Biology Field Recon Site Visits	6
Macroinvertebrate Samples for Sorting and ID	10
Samples for Toxicity Testing	30
Samples for Bioaccumulation Studies (includes write-up of screening)	30
Ecological Risk Site Assessments	6
Biological Collections (Sites)	3
Number of Sites for Field Reagent Preparation	3
Total Biology Support	88

Hours

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

This is a cost reimbursable completion type order. The Government and Contractor have agreed on 28,130 direct labor hours.

Invoice Approval Authority

Contract: 68-W-01-009, Task Order: 0015

Lead PR Number: PR-R4-02-10096

Notwithstanding the appointment of Alternate Task Order Project Officers, only the contract level Project Officer and Alternate shall have invoice approval authority.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. PR-R4-03-10041		5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. EPA Region IV Procurement Section 14th Floor Atlanta Federal Center 61 Forsyth St., SW Atlanta, GA 30303		7. ADMINISTERED BY (If other than Item 6) CODE		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INTEGRATED LABORATORY SYSTEM P.O. BOX 13501 Research Triangle Park (Industrial Area), NC 27709	(✓)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	✓	10A. MODIFICATION OF CONTRACT/ORDER NO. 68-W-01-009 TO# 14 10B. DATED (SEE ITEM 13) 01/14/02
CODE FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See the section, Accounting/Appropriation Data, in the attachment on Page 2.

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22 "Limitation of Funds"

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This modification hereby transfers funding in the amount of \$30,000 from Task Order 0004 to Task Order 0014. The Task Order ceiling of \$253,732 remains unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHARLES K. HAYES	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA <i>Charles K. Hayes</i> (Signature of Contracting Officer)	16C. DATE SIGNED DEC 17 2002

Analytical Support PM2.5

Contract: 68-W-01-009, Task Order: 0014, Mod: 0002

Lead PR Number: PR-R4-03-10041

Summary Information

Title: Analytical Support PM2.5
Period of Performance: From: 01/14/02
To: 02/28/03
Award Date: 01/14/02
Total Funding: \$240,000.00

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount	P /
Base	PM1080	01	E1	53P6	10102APM	00000000		4183	\$30,000.00	C

Funding Breakout

Acct.Info	Funding Category	Amount
FY2001 - PM1080	Estimated Cost	
	Fixed Fee	
	Total:	\$30,000.00
FY2002 - PM2010	Estimated Cost	
	Fixed Fee	
	Total:	\$210,000.00

**Redacted
Exemption 4, CBI**

[M] - Modified
[A] - Added

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 02/25/02	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. EPA Region IV Procurement Section 14th Floor Atlanta Federal Center 61 Forsyth St., SW Atlanta, GA 30303		7. ADMINISTERED BY (If other than Item 6) CODE		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INTEGRATED LABORATORY SYSTEM P.O. BOX 13501 Research Triangle Park (Industrial Area), NC 27709	(✓)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	✓	10A. MODIFICATION OF CONTRACT/ORDER NO. 68-W-01-009 TO# 14 10B. DATED (SEE ITEM 13) 01/14/02
CODE FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
N/A

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**


(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [X] is not, [] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The subcontract consent previously granted on Task Order 4 for the leasing of two (2) Vans from Brack Rowe Chevrolet Company at \$20,452.88 per vehicle for a period of 36 months for a total not to exceed \$40,905.76 is hereby transferred to this Task Order; the subcontract total for ManTech is increased by \$760.00 from \$107,528 to \$108,288 correcting an error that was made when the original Task Order 14 was issued. This correction does not change the total Task Order Cost of \$253,732. The statement "Incremental billing of fee shall be based on completed TDFs." has been deleted. Fee shall be paid as prescribed in Contract Modification 0004.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHARLES K. HAYES	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED FEB 25 2002

Analytical Support PM2.5

Contract: 68-W-01-009, Task Order: 0014, Mod: 0001

Summary Information

Title: Analytical Support PM2.5
Period of Performance: From: 01/14/02
To: 02/28/03
Award Date: 01/14/02
Total Funding: \$210,000.00

Funding Breakout

Acct.Info	Funding Category	Amount
FY2002 - PM2010	Estimated Cost	
	Fixed Fee	
Total:		\$210,000.00

**Redacted
Exemption 4, CBI**

[M] - Modified
[A] - Added

Attachments

The following item(s) have been modified:

Attachment Type

Hours & Fee Billing

Subcontractor Consent

The following item(s) have been modified:

Name	Type	Amount
MANTECH ENVIR.	Cost-Plus-Fixed-Fee	\$760.00

Hours & Fee Billing

• Contract: 68-W-01-009, Task Order: 0014, Mod: 0001

This is a cost reimbursable completion type order. The Government and contractor have agreed on 6,200 direct labor hours.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER See Block 23		2. CONTRACT NO. (If any) 68-W-01-009		6. SHIP TO:	
3. ORDER NO. 0014		4. REQUISITION/REFERENCE NO. PR-R4-02-10073		a. NAME OF CONSIGNEE MICHAEL H. BIRCH, TOPO	
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region IV				b. STREET ADDRESS COLLEGE STATION RD	
7. TO:				c. CITY ATHENS	d. STATE GA
				e. ZIP CODE 30613	
a. NAME OF CONTRACTOR INTEGRATED LABORATORY SYSTEM				8. TYPE OF ORDER	
b. COMPANY NAME				[] a. PURCHASE REFERENCE YOUR: _____	
c. STREET ADDRESS P.O. BOX 13501				[X] b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Research Triangle Park				e. STATE NC	f. ZIP CODE 27709
9. FUNDING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN OWNED
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
13. PLACE OF		16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6	b. ACCEPTANCE Same as Block 6		

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	See Attached					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.			17(h). TOT. (Cont. pages)
	21. MAIL INVOICE TO:					
	a. NAME Environmental Protection Agency					
	b. STREET ADDRESS (or P.O. Box) Research Triangle Park Financial Management Center (D143-02)				\$253,732.00	17(i). GRAND TOTAL
	c. CITY Research Triangle Park		d. STATE NC	e. ZIP CODE 27711		

22. UNITED STATES OF AMERICA BY (Signature)

Charles K. Hayes JAN 23 2002

TITLE: CONTRACTING/ORDERING OFFICER

Analytical Support PM2.5

Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

Summary Information

Title: Analytical Support PM2.5
Period of Performance: From: 01/14/02
To: 02/28/03
Award Date: 01/14/02
Total Funding: \$210,000.00

Accounting/Appropriation Data

DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C
PM2010	02	E1	53P7	10102APM	00000000		4183	\$210,000.00	C

Funding Breakout

Acct.Info	Funding Category	Amount	Redacted
FY2002 - PM2010	Estimated Cost		Exemption 4, CBI
	Fixed Fee		
Total:		\$210,000.00	

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: MICHAEL H. BIRCH
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number:
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: HERBERT C. BARDEN
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8737
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: LINDA P. KIDD
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8731
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: ARCHIE L. LEE
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8623
Fax Number:

Analytical Support PM2.5

Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

E-Mail Address:

Attachments

Attachment Type

Hours & Fee Billing
Invoice Approval Authority
PM2.5 Statement of Work

Subcontractor Consent

Name	Type	Amount
MANTECH ENVIR.	Cost-Plus-Fixed-Fee	\$107,528.00

Task Order Totals

Category	Amount
Estimated Cost	Redacted
Fixed Fee	Exemption 4, CBI

Hours & Fee Billing

Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

This is a cost reimbursable completion type order. The Government and contractor have agreed on 6,200 direct labor hours.

Incremental billing of fee shall be based on completed TDFs.

Invoice Approval Authority

Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

Notwithstanding the appointment of Alternate Task Order Project Officers, only the Contract Level Project Officer and Alternate shall have invoice approval authority.

PM2.5 Statement of Work

Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

ESAT Task Order Document No. 4 Analytical Support
PM_{2.5} FRM Performance Evaluation Program Field/Laboratory Support Services
Period of Performance 1/7/2002 - 2/28/2003
January 7, 2002 (10:31AM)

PURPOSE

The purpose of this Task Order (TO) is to continue the Federal Reference Method (FRM) performance evaluation on established ambient air field instruments used to monitor particulates with an aerometric diameter of 2.5 microns or less (PM_{2.5}).

The contractor shall perform and provide field support to EPA Region 4 and laboratory support services to the EPA Region 1, 2, 3, 4, 6 or other government entities under the provisions of the Statement of Work (SOW) Task Area I, Section A, C, D and E, Task Area III, Task Area IV, Task Area V and other applicable support functions, including equipment maintenance and repair and health & safety and environmental compliance activities outlined in the SOW and Standard Operating Procedures (SOP) listed later in this document. The Contractor shall perform site or project specific work as described below or on Technical Direction Forms (TDFs) at any time during the duration of the TO. The contractor shall prepare and perform quantitative analyses of samples as described in the contract SOW (Task Area I, Section A, C, D and E). In addition, the contractor shall manage and control sample log-in, sample tracking, chain-of-custody, maintain databases, prepare bench sheets, prepare backlog reports and track sample analysis projections for the analyses ordered by this task order or subsequent TDFs for samples received from field activities in EPA Regions 1, 2, 3, 4, 6 or other government agencies. This function is described in the contract SOW Task Area III.

The contractor shall provide all labor, equipment (accept on GFP list), maintain all equipment, consumables, supplies, and material necessary to accomplish the task order. See the section on SOPs and Guidelines Available to the Contractor.

STATEMENT OF WORK:

TASK 1: Task Order Management:

The contractor shall track the status of tasks and labor hours and charges for each task under this TO, including site-specific projects, in accordance with an SOP to be submitted by the contractor for EPA approval. The contractor shall provide the Project Officer (PO) and Task Order Project Officer (TOPO) with reports of the above-referenced data at a minimum of monthly.

Team management shall meet with the PO, TOPO, and other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO and Attachment 2 of the contract SOW through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPO with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPO prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall implement its quality assurance program in accordance with its EPA approved Quality Management Plan (QMP) that meets specifications in EPA QA/R2. The contractor shall prepare a Quality Assurance Project Plan (QAPP) according to the requirements outlined in EPA QA-R5 for activities under this TO involving environmental measurements within the time frames specified in the approved Work Plan for this TO or utilized a QMP & QAPP

PM2.5 Statement of Work

Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

previously approved. The contractor shall revise its QMP and QAPP to meet appropriate changes in its operations, or in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement or follow an approved health and safety program in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed.

Deliverables:

The contractor shall submit to the Contracting Officer (CO), PO, and TOPO an SOP for tracking activities under this task with the TO Work Plan for EPA approval.

The contractor shall submit to the PO and TOPO reports of the status of tasks and costs under this TO. The reports shall be submitted on a weekly basis for the preceding week period or an agreed upon frequency.

The contractor shall submit to the PO and TOPO a QMP and QAPP, covering applicable activities under this TO within the time frames specified in the approved in the Work Plan for this TO. The contractor shall submit to the PO and TOPO any revisions to its QMP and QAPP, in accordance with task requirements and TDFs issued by EPA.

The contractor shall submit to the PO and TOPO a Health and Safety Plan or modifications to a previously approved plan within the time frame specified in the approved Work Plan for this TO.

TASK 2: Field Implementation Support:

The contractor shall perform all field activities utilizing the field methods, as specified in the SOPs listed at the end of this task, under the heading, "Documentation." A brief description of the field activities is given below:

- ▶ The contractor shall ensure that all personnel performing work under this task have received appropriate training and have been certified by EPA to perform field activities under this task. Details concerning training and certification are provided in Task 6 of this TO.
- ▶ The contractor shall receive sample filters from the National Filter Distribution Program and store them appropriately until use.
- ▶ The contractor shall transport a portable PM_{2.5} Federal Reference Method (FRM) performance evaluation sampling device to an established PM_{2.5} site, assemble the instrument, collocate the sampler, perform verifications (calibration, if necessary,) install a filter and operate the instrument at the same 24-hour sampling mode (midnight to midnight) as the routine instrument. If scheduling allows, the operator will leave this location to set up an additional 24-hour performance evaluation sampling device (midnight to midnight) at another routine sampling location. If the schedule does not allow for another set up, the operator may perform additional activities specified in the TO or TDF. The contractor shall return to each site after the 24-hour sampling time, download the stored electronic monitoring data and record any additional required field information, remove and properly store the filter for transport, and disassemble the instrument. The contractor shall properly package the filter, the appropriate electronic data and hardcopy forms for transport to the pre-determined EPA Regional laboratory.

Field sites and tasks at those sites will be assigned to the contractor for field support by means of TDFs issued and approved by the TOPO and PO. The contractor may be required to attend meetings or conference calls with the TOPO and state personnel for planning and coordinating field activities. All work shall be completed in accordance with the instructions of the TDFs, including all referenced SOPs and documentation. No deviations from the required work or SOPs, instructions, or other procedures specified in TDFs, shall be made without prior receipt of alternate technical direction issued in accordance with the contract.

As part of the routine field activities associated with set up of the portable PM_{2.5} FRM performance evaluation sampling device, the contractor shall make observations of the physical characteristics of the monitoring location and fill out a "Site Evaluation Checklist." The contractor should note that each monitoring location will be visited four times annually. The checklist is required for each visit. Photographs may be required.

The contractor shall perform field QA/QC related activities as associated with this task, such as testing and calibration of samplers and ancillary equipment, calibrations, collocations, implementing field blanks, review of field data, entry of

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data into logbooks, preparation of chain-of-custody reports and deliverables, as specified in TDFs.

It is anticipated that the above field activities shall be performed at approximately thirty eight (38) sites (152 site visits) throughout Region 4 on an annual basis. See Attachment PM2.5 Federal Reference Method Performance Evaluation Schedule for 2002 sites. Quarterly collocation studies of each of eight samplers shall be performed in accordance with the above-referenced requirements for an approximate three-day period.

Documentation:

SOPs and Guidelines Available to the Contractor:

ESAT shall perform activities under this task in accordance with the methods described in the following documents, except when alternative procedures are specified in TDFs:

- ▶ PM_{2.5} FRM Performance Evaluation Program for Field Standard Operating Procedures
This SOP pertains to the following subject areas:
 - site visit scheduling
 - equipment inventory and maintenance
 - filter receipt (from lab)/ storage/tracking
 - chain-of -custody
 - calibration/verification
 - monitor set-up/filter installation
 - filter removal/storage/shipping
 - data download/storage/transfer
 - QA/QC
 - monitor disassembly/packing
 - documentation /filing/records
- ▶ PM_{2.5} FRM Performance Evaluation Program Laboratory Standard Operating Procedures
- ▶ Implementation Plan: PM_{2.5} Federal Reference Method Performance Evaluation Program
- ▶ Quality Assurance Guidance Document 2.12: Monitoring PM_{2.5} in Ambient Air Using designated Reference or Class I Equivalent Methods
- ▶ PM_{2.5} FRM Performance Evaluation Program Quality Assurance Project Plan
- ▶ Monitor-specific operating manuals

Each of the documents listed above is available through the Internet at the following address:

www.epa.gov/ttn/amtic/pmqa.html

Deliverables

The contractor shall submit interim and/or final deliverables as specified below for each assigned project:

Filters and appropriate data, field forms, and chain of custody forms shall be completed in accordance with the instructions contained in the above-referenced SOPs and shipped within eight (8) hours of filter retrieval via overnight delivery service to the EPA Region 4 laboratory facility, or as specified in TDFs. A field package consisting of electronic sampler data, field sheets, field notes (copy), and chain-of-custody forms (copy) shall be delivered to the PO and TOPO. Documentation to be included in the deliverables package may be specific to the site or the support requested and will be detailed in the TDFs or referenced SOPs. Contractor personnel must sign and date all field sheets, field logbooks, and chain-of-custody forms.

On a weekly basis, the contractor shall submit to the PO and TOPO a field status report, indicating the work completed during the prior week. In addition, the report should note any problems found with implementation, equipment, or supplies during the week.

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A completed "Site Evaluation Checklist" should be submitted to the TOPO within two weeks of the site reconnaissance.

Any photographs requested should be submitted to the TOPO within two weeks of the site reconnaissance. Each photograph must be clearly identified with the date and time the photo was taken, the monitoring location depicted in the photo, and the view represented in the photo. The contractor should carefully store all photographic negatives, so that additional prints may be supplied if requested by EPA.

The contractor shall provide and maintain the consumable inventory and all equipment provided in the GFP attachments of the contract SOW. The consumables are referenced in the following sections of

FRM PEP field SOP Section 2, Table 2-1
PEPF-2.01

Impactor Oil
Impactor filters (37 mm diameter glass fiber)
Min/Max Thermometers
Cold Packs (ice substitutes)
electric Transport coolers
Silicone grease
Cellular phones
Wooden Shims for leveling the samplers
Tools box with assorted tools, screws, nuts and bolts, measuring tapes (metric)
Flashlight batteries
Tie down cables/cords, etc..
Tie wraps
Duct tape
Hand calculator
Spare O-rings
Spare sampler batteries
Fuses
Spare in-line filters
Spare impactor(s)
Low-lint lab wipes
Antistatic 9"x12" bags
Soft brush
Deionized water
Isopropyl alcohol
Penetrating oil
Lint-free pipe cleaners
Safety in, dental picks
Lint-free cotton-tip swabs

PM2.5 Task 3 Laboratory Analysis Support

In support of the FRM Performance Evaluation Program the contractor shall prepare sample filters and perform gravimetric analyses of approximately 2092 particulate filters during the period of 1/01/2002 through 1/31/2002, utilizing the analytical methods specified in the SOPs and the Quality Assurance Plan, indicated in the Purpose. Analyses may also include QA/QC samples. See Attachment Two PM2.5 Eastern Region, Projected Filter Use for 2002. All work is to be completed in accordance with the SOPs and any modifications specified by TDF. **The contractor shall perform all laboratory activities utilizing the laboratory methods as specified in the SOPs for this activity.**

- ▶ The contractor shall ensure that all personnel performing work under this TO have received appropriate training and have been certified to perform laboratory activities under this Task. Details concerning training and certification are provided in Training section of this Task Order.

Pre-sampling Activities

- ▶ Filters will be received from EPA by on the schedules as supplied by the Regions and examined for integrity based upon EPA approved SOPs.
- ▶ Filters will be equilibrated and weighed according to SOPs, and entered into the PE database.
- ▶ Filters will be prepared for field activities or stored according to SOPs.

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- ▶ The laboratory will develop and maintain an inventory of shipping supplies which would include containers, cold packs, max/min thermometers, and chain-of-custody requirements/documentation.
- ▶ Filters will be received in the laboratory, checked for integrity (damage, temperature, etc.) and logged in.
- ▶ Filters will be maintained in the weighing lab until needed to fill a request.
- ▶ Filter batches will be equilibrated for a minimum of 24-hours (per SOPs).
- ▶ Filters will be weighed according to SOPs and data entered.

Post-Sampling Activities

- ▶ Filters will be refrigerated ($\leq 4^{\circ}\text{C}$) until an appropriate number is ready for batching.
- ▶ Filter batches will be brought into weighing facility and equilibrated for a minimum of 24-hours (per SOPs).
- ▶ Filters will be weighed according to SOPs and data entered.
- ▶ Field/lab data will be entered into data entry system in order to calculate a concentration.
- ▶ Required data will be transferred to the AIRS database.
- ▶ Filters will be stored in archive for one year at 4°C and two years at ambient room temperature.

The contractor shall perform QA/QC related activities as associated with this task, such as calibrations, implementing blanks, duplicates, and QC checks, review of data and control charts, logbooks, chain-of-custody reports and deliverables.

Deliverables for Laboratory Support:

Sample filters will be delivered to the proper holding area or analyst as specified. Lab bench sheets/entry forms must be delivered and must indicate all appropriate procedures, weights, volumes, and standards used (lot numbers, traceability of standards must be in lab notebooks), times started and completed. The contractor personnel must sign and date all bench sheets or lab notebooks as specified in the SOPs.

After completion of a sample batch, the contractor shall submit the completed preparation or analysis record package to the TOPO. Documentation to be included in the deliverables package will be as specified in the SOPs.

Upon receipt of samples, the contractor will inform the TOPO of any problems with sample integrity, sample condition, or accompanying sample paperwork. The TOPO will evaluate the problem and provide alternate technical direction, if needed.

On a weekly basis, submit to the TOPO, a lab status report for samples, indicating the work completed, work pending and estimated completion dates for active projects. In addition, note any problems found with equipment or supplies during the week.

For each batch of samples the submission of deliverables will be required as listed below:

Filters and accompanying field paperwork will be shipped directly to the laboratory by field personnel. Upon completion of a batch analyses, a laboratory package consisting of electronic sampler data, field sheets/notes, chain-of-custody forms and laboratory documentation shall be

The inventory of consumable equipment expected to be purchased by the contractor is listed in the following sections of the SOPs:

FRM PEP Lab SOP Section 3
PEPL-3.01

Chart paper and pens
cleaning supplies
Antistatic bags 3"x5' and 9"x12" re-closeable
Powder-free antistatic gloves
Polonium Strips
Petri-Slides
Staticide
Alcohol
Low-lint wipes
Diskettes
Tacky Mats
Printer Cartridges
AA batteries

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Light table bulb

PM2.5 Task 4 QA/QC Support and Other Related Activities

The contractor shall perform the following QA/QC support and other related activities:

Filter Tracking- The contractor shall track filters shipped to and received from the field and track samples through the analytical process.

SOPs- As specified by the TDF or on an annual basis, the contractor shall review all SOPs guidance documents and protocols used by the contractor for the performance of work specified in the Laboratory and Field Support of this Task Order and provide comments.

In addition, the contractor shall be required to perform laboratory-related activities which are necessary to support EPA QA requirements consistent with this contract SOW such as analyses of QA/QC samples and statistical analyses of analytical results. Specific instructions will be given by TDF.

Deliverables for QA/QC Support and Other Related Activities:

The contractor shall submit to the PO and TOPO by December 31, 2002, or in accordance with a TDF, a list of any proposed changes to the field and laboratory SOPs and QAPPs. The list shall include the most recent date and version of the documents and the most recent date of review by the contractor.

The contractor shall submit to the PO and TOPO a weekly report of filter receipt and shipment for the prior week.

PM2.5 Task 5 Administrative Management Activities

This task order is a "buy-in" funded by OAQPS (103 Grant) monies. This task order's costs shall be tracked separately and the internal, administrative and management activities necessary to effectively perform the services required by this support shall be included in these costs. The contractor shall break out from their monthly activity report the description of work accomplished under this TO and deliver a copy of it to the PO.

Deliverable for Administrative:

Monthly financial and status reports shall be delivered to PO with the monthly contract reports.

Pm2.5 Task 6 Maintenance and Repair of Facilities and Equipment and Health & Safety and Environmental Compliance Activities

Laboratory Support:

The Contractor shall maintain the laboratory facility by performing routine instrument and equipment maintenance, calibrations and certifications (per SOP), cleaning and preparation of glassware and equipment, and sample custodial duties.

The Contractor shall fulfill all SHEMP health & safety and environmental compliance responsibilities related to the fixed or mobile laboratories, including inspection of fume hoods, attainment and maintenance of required certifications, maintenance of fire extinguishers, etc.

Field Support:

The contractor shall assure the availability of an appropriate vehicle(s) to perform all required activities of this Task Order. The contractor shall maintain the equipment, including the support vehicles, in road-ready condition to allow deployment for field projects on a continuous basis. Example activities include: maintenance and repairs to the vehicles such as tune-ups, tire, fluid and other routine checks; installation of instruments and gases; and electrical repairs. The contractor shall perform routine field instrument and equipment maintenance, calibrations, verifications and certifications, cleaning and preparation of equipment, and sample custodial duties, minor repairs and sampler overhauls in accordance with applicable SOPs. The contractor shall maintain a continuous repair and maintenance log for each portable sampler.

Deliverable for Maintenance, Health & Safety and Environmental Compliance Activities:

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Laboratory maintenance and health and safety and environmental compliance shall be included in the monthly status reports.

The contractor shall keep a repair and maintenance log for each vehicle and portable sampler. On the 10th of each month, the contractor shall submit to the TOPO, a photocopy of the previous month's entries into the repair and maintenance log for each piece of equipment.

Pm2.5 Task 7 Training:

The contractor shall ensure that all employees performing work under this TO have been provided any and all health & safety training required by law or regulation, or EPA regional policy.

EPA requires that all personnel performing laboratory work under this task order must receive specific training covering all aspects of the analytical work, including associated QA/QC activities. The contractor will be required to send all personnel anticipated to be assigned to this task order to one of the national training sessions. Upon successful completion of the training program, personnel will be certified to perform analytical work under this task order. No personnel may perform analytical work under this Task Order without prior certification by EPA.

In the event of personnel changes, the contractor should contact the TOPO to arrange for training and certification of new personnel.

The contractor may also be directed by TDF to attend other training such as operation/maintenance training for specialty equipment and instruments, or other EPA specific training required to perform tasks under this task order.

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ATTACHMENT PM2.5 Federal Reference Method Performance Evaluation Schedule 2002 Scheduled Sites

37 Audit Sites - January 1 - December 31, 2002

Alabama 3 Sites

Huntsville
Decatur
Muscle Shoals

Florida 8 Sites

Ft. Myers
Sarasota
Bradenton
Tallahassee
Gainesville
Gainesville
Panama City

Georgia 6 Sites

Decatur
Doraville
Atlanta
Athens
Gordon
Gainesville

Kentucky 4 Sites

Frankfort
Lexington
Lexington
Richmond
Grayson Lake

Mississippi 3 Sites

Columbus
Tupelo
Desoto County

North Carolina 6 Sites

Lumberton
Fayetteville
Wilmington
Raleigh
Raleigh
Rocky Mount

South Carolina 4 Sites

Florence
Myrtle Beach

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Lead PR Number: PR-R4-02-10073

Greenville

Tennessee 4 Sites

Memphis NE
Memphis SE
Dyersburg
Lawrence County

PM2.5 Statement of Work

Contract: 68-W-01-009, Task Order: 0014

Lead PR Number: PR-R4-02-10073

ATTACHMENT TWO PM2.5 Eastern Region, Projected Filter Use for 2002 Total Routine, Collection and QC Filters

Region 1	250
Region 2	250
Region 3	330
Region 4	462
Region 6	516
Region 10 (Washington State)	69
QC Filters	207
Total	2084

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. EPA Region IV Procurement Section 14th Floor Atlanta Federal Center 61 Forsyth St., SW Atlanta, GA 30303	CODE	7. ADMINISTERED BY (If other than Item 6)	CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INTEGRATED LABORATORY SYSTEM P.O. BOX 13501 Research Triangle Park (Industrial Area), NC 27709	(✓)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	✓	10A. MODIFICATION OF CONTRACT/ORDER NO. 68-W-01-009 TO# 13
		10B. DATED (SEE ITEM 13) 12/03/01
CODE FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See the section, Accounting/Appropriation Data, in the attachment on Page 2.

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**


(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22 "Limitation of Funds"

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This modification deobligates funding in the amount of \$2,596.90 and decreases the task order ceiling from \$26,347.00 to \$23,750.10.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHARLES K. HAYES	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED JUL 9 2003

Region 2 PM10 Analytical Support

Contract: 68-W-01-009, Task Order: 0013, Mod: 0003

Summary Information

Title: Region 2 PM10 Analytical Support
Period of Performance: From: 12/03/01
To: 12/31/02
Award Date: 12/03/01
Total Funding: \$23,750.10

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C
Base	HX0088	01	LR	02H0CUD	50210D	J240		2505	(\$2,596.90)	

Funding Breakout

Acct.Info	Funding Category	Amount
FY2001 - HX0088	[M] Estimated Cost	Redacted
	Fixed Fee	Exemption 4, CBI
Total:		\$23,750.10

[M] - Modified
[A] - Added

TO Totals

The following item(s) have been modified:

Category	POP	From	By	To
Estimated Cost	Base Pd.			
		Redacted		
		Exemption 4, CBI		

TO Classification

The following changes have occurred:

The Task Order Ceiling has changed from \$34,347.00 to \$23,750.10.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.
5. PROJECT NO. (If applicable)				
6. ISSUED BY U.S. EPA Region IV Procurement Section 14th Floor Atlanta Federal Center 61 Forsyth St., SW Atlanta, GA 30303		7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INTEGRATED LABORATORY SYSTEM P.O. BOX 13501 Research Triangle Park (Industrial Area), NC 27709		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. 68-W-01-009 TO# 13 10B. DATED (SEE ITEM 13) 12/03/01		
CODE FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
<input checked="" type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The funding breakout as recorded on page 2 of modification 0001 is hereby changed to read as follows: Estimated Cost - Fixed Fee - Total -
\$26,347.00.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHARLES K. HAYES	
15B. CONTRACTOR/OFFEROR <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA <i>Charles K. Hayes</i> <i>(Signature of Contracting Officer)</i>	16C. DATE SIGNED APR 23 2009

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. EPA Region IV Procurement Section 14th Floor Atlanta Federal Center 61 Forsyth St., SW Atlanta, GA 30303	CODE	7. ADMINISTERED BY (If other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INTEGRATED LABORATORY SYSTEM P.O. BOX 13501 Research Triangle Park (Industrial Area), NC 27709		(✓)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		✓	10A. MODIFICATION OF CONTRACT/ORDER NO. 68-W-01-009 TO# 13
			10B. DATED (SEE ITEM 13) 12/03/01
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See the section, Accounting/Appropriation Data, in the attachment on Page 2.

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

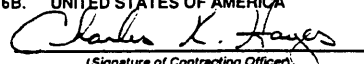
(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This modification deobligates funding in the amount of \$8,000.00 from DCN (HX0088) and decreases total Task Order funding from \$34,347.00 to \$26,347.00.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHARLES K. HAYES	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED APR 08 2003

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

Region 2 PM10 Analytical Support

Contract: 68-W-01-009, Task Order: 0013, Mod: 0001

Summary Information

Title: Region 2 PM10 Analytical Support
Period of Performance: From: 12/03/01
To: 12/31/02
Award Date: 12/03/01
Total Funding: \$26,347.00

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount	P / C
Base	HX0088	01	LR	02H0CUD	50210D	J240		2505	(\$8,000.00)	

Funding Breakout

Acct.Info	Funding Category	Amount
FY2001 - HX0088	Estimated Cost	Redacted
	Fixed Fee	Exemption 4, CBI
Total:		\$26,347.00

[M] - Modified
[A] - Added

ORDER FOR SUPPLIES OR SERVICES	PAGE OF PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.	

1. DATE OF ORDER 12/03/01	2. CONTRACT NO. (If any) 68-W-01-009	6. SHIP TO:	
3. ORDER NO. 0013	4. REQUISITION/REFERENCE NO. PR-R4-02-10046	a. NAME OF CONSIGNEE MICHAEL H. BIRCH, TOPO	
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region IV		b. STREET ADDRESS COLLEGE STATION RD	
7. TO:		c. CITY ATHENS	d. STATE GA
		e. ZIP CODE 30613	
a. NAME OF CONTRACTOR INTEGRATED LABORATORY SYSTEM		f. SHIP VIA	
b. COMPANY NAME		8. TYPE OF ORDER	
c. STREET ADDRESS P.O. BOX 13501		<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:	
d. CITY Research Triangle Park	e. STATE NC	<input checked="" type="checkbox"/> b. TASK - Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 27709	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.		
9. ASSURING APPROPRIATION DATA See Attached		10. REQUISITIONING OFFICE Same as Block 6	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN OWNED
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
13. PLACE OF		16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6	b. ACCEPTANCE Same as Block 6		

17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	See Attached						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h). TOT. (Cont. pages)	
21. MAIL INVOICE TO:							
SEE BILLING INSTRUCTIONS ON REVERSE	a. NAME Environmental Protection Agency					\$34,347.00	17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Research Triangle Park Financial Management Center (D143-02)						
	c. CITY Research Triangle Park		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature) 	DEC 1/2 2001 CHARLES K. HAYES TITLE: CONTRACTING/ORDERING OFFICER
NSN 7540-01-152-8083 PREVIOUS EDITION NOT USABLE	
OPTIONAL FORM 347 (REV. 6/95) Prescribed by GSA/FAR 48 CFR 53.213(e)	

Region 2 PM10 Analytical Support

Contract: 68-W-01-009, Task Order: 0013

Lead PR Number: PR-R4-02-10046

Summary Information

Title: Region 2 PM10 Analytical Support
Period of Performance: From: 12/03/01
To: 12/31/02
Award Date: 12/03/01
Total Funding: \$34,347.00

Accounting/Appropriation Data

DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P /C
HX0088	01	LR	02H0CUD	50210D	J240		2505	\$34,347.00	C

Funding Breakout

Acct.Info	Funding Category	Amount
FY2001 - HX0088	Estimated Cost	
	Fixed Fee	
Total:		\$34,347.00

**Redacted
Exemption 4, CBI**

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: MICHAEL H. BIRCH
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8552
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: MARCUS E. KANTZ
2890 WOODBRIDGE AVE
EDISON, NJ 8837

Mail Code:
Phone Number:
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: KAI M. TANG
2890 WOODBRIDGE AVE
EDISON, NJ 8837

Mail Code:
Phone Number:
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: AVRAHAM Y. TEITZ
2890 WOODBRIDGE AVE
EDISON, NJ 8837

Mail Code:
Phone Number:
Fax Number:

Region 2 PM10 Analytical Support

Contract: 68-W-01-009, Task Order: 0013

Lead PR Number: PR-R4-02-10046

E-Mail Address:

Attachments

Attachment Type

Hours & Fee Billing
Invoice Approval Authority
Region 2 PM10 Analytical Support

Subcontractor Consent

Name	Type	Amount
-----	-----	-----
MANTECH ENVIR.	Cost-Plus-Fixed-Fee	\$12,035.00

Task Order Totals

Category	Amount
-----	-----
Estimated Cost	Redacted
Fixed Fee	Exemption 4, CBI

Hours & Fee Billing

Contract: 68-W-01-009, Task Order: 0013

Lead PR Number: PR-R4-02-10046

This is a cost reimbursable completion type order. The Government and contractor have agreed on 480 direct labor hours.

Incremental billing of fee shall be based on completed TDFs.

Invoice Approval Authority

Contract: 68-W-01-009, Task Order: 0013

Lead PR Number: PR-R4-02-10046

Notwithstanding the appointment of Alternate Task Order Project Officers, only the contract level Project Officer and Alternate shall have invoice approval authority.

November 5, 2001 (11:30AM)

**ESAT Task Order Document No. 13
Region 2 PM₁₀ Analytical Support**

PURPOSE

The purpose of this Task Order (TO) is to provide laboratory and data validation/reporting support for Region 2's ambient air quality monitoring activities at the "World Trade Center site". The support includes the processing and weighing of filters and data reduction for the collection of particulates with an aerometric diameter of 10 microns or less (PM₁₀).

The contractor shall perform and provide PM_{2.5} type support to EPA Region 2 or the Region's designee under the provisions of the Statement of Work (SOW) Task Area I, Section A, C, D and E, Task Area III, Task Area IV, Task Area V and other applicable support functions, including equipment maintenance and repair and health & safety and environmental compliance activities outlined in the SOW and Standard Operating Procedures (SOP) listed later in this document. The Contractor shall perform project specific work as described below or on Technical Direction Forms (TDFs) at any time during the duration of the TO. The contractor shall prepare and perform quantitative analyses of samples as described in the contract SOW (Task Area I, Section A, C, D and E). The period of performance (POP) shall be from date of award through December 31, 2002..

One hundred and sixty five filters per month (150 samples plus 15 field blanks and quality assurance/quality control (QA/QC) samples) shall be processed and shipped for field collection activities in a timely manner. In addition, the contractor shall manage and control sample log-in, sample tracking, chain-of-custody, maintain databases or spreadsheets, prepare bench sheets, prepare backlog reports and track sample analysis projections for the analyses ordered by this TO or subsequent TDFs for samples received from field activities from EPA Region 2. Reporting of raw data shall be provided within 14 days following the receipt of the last sample in the sampling period. Field data from the sample collection staff, (hard copy and electronic) shall be placed in a database or spreadsheet, reviewed for accuracy and returned to the Region 2 RPM or designee for correctness. Upon receipt of reviewed data from the Region 2, the Region 4 ESAT contractor shall perform any corrections and provide the validated data with appropriate data qualifiers to the Region 4 TOPO within 15 days. All filter processing and related activities shall be performed according to the National PM_{2.5} PEP guidelines with one exception (filters do not have to be shipped refrigerated).

The contractor shall provide the analytical support at the Agency's Region 4 laboratory facilities. The contractor shall provide all labor, equipment (accept on GFP list), maintain all laboratory equipment, laboratory consumables, related laboratory supplies and material necessary to accomplish the task order. The contractor shall provide the mode and supplies/containers for shipping of all samples and filters.

No personnel may perform analytical work under this Task Order without prior certification by EPA.

The contractor may be required to attend meetings or conference calls with the TOPO(s) and other personnel for planning and coordinating field/laboratory activities.

Task 1: Task Order Management:

The contractor shall track the status of tasks, labor hours and costs for each task under this TO in

accordance with the contract Attachment 2, Reports of Work Page 2-1 of 5. Program management costs shall be broken out from other costs in the financial report. Also, for accounting purposes, the site is "Region 2 WTC". The contractor shall provide the Project Officer (PO) and Task Order Project Officers (TOPOs) with weekly reports (or agreed upon frequency) of the above-referenced data. The initial report shall be in a format proposed by the contractor. EPA will review the initial report and specify changes for subsequent reports through the issuance of a Technical Direction Form (TDF)..

Team management shall meet with the PO, TOPOs, and/or other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO and Attachment 2 of the contract SOW through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPOs with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPOs prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO(s) as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall implement its quality assurance program in accordance with its EPA approved Quality Management Plan (QMP) that meets specifications in EPA QA/R2. The contractor shall prepare a Quality Assurance Project Plan (QAPP) according to the requirements outlined in EPA QA-R5 for activities under this TO involving environmental measurements within the time frames specified in the approved Work Plan for this TO. The contractor shall revise its QMP and QAPP in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement a health and safety program or followed a current approved plan in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed.

Deliverables:

The contractor shall submit to the Contracting Officer (CO), PO, and TOPO an SOP for tracking activities under this task with the TO Work Plan for EPA approval.

The contractor shall submit to the PO and TOPO weekly reports or agreed upon reporting of the status of tasks and costs under this TO. The contractor shall provide electronic reports for each batch of filters to the EPA TOPOs in a timely manner once all QA/QC procedures have been met. The reports shall be

submitted on a weekly basis (or agreed upon reporting) for the preceding sampling/monitoring period.

The contractor shall adhere to the approved PM_{2.5} QMP, QAPP and Health and Safety Plan.

Task 2 Laboratory Analysis Support

In support of the Region 2 WTC site the contractor shall perform all activities utilizing the methods/SOPs specified in the PM_{2.5} FRM Performance Evaluation Program for the PM₁₀. SOPs are listed below:

1. PM_{2.5} FRM Performance Evaluation Program Laboratory Standard Operating Procedures
2. Implementation Plan: PM_{2.5} Federal Reference Method Performance Evaluation Program
3. Quality Assurance Guidance Document 2.12: Monitoring PM_{2.5} in Ambient Air Using designated Reference or Class I Equivalent Methods
4. PM_{2.5} FRM Performance Evaluation Program Quality Assurance Project Plan

Each of the documents listed above is available through the Internet at the following address:

www.epa.gov/ttn/amtic/pmqa.html

The contractor shall prepare sample filters and perform gravimetric analyses of approximately 165 (per month for twelve months) particulate filters during the POP, utilizing the analytical methods specified in the SOPs and the Quality Assurance Plan, indicated in the **Purpose**. The contractor shall provide sample filters of the same quality and specifications as utilized in the National Filter Distribution Program and store them appropriately until use.

The whole filter weighing process will proceed as follows: twice each month the contractor will prepare and ship approximately 83 filters to the designated contact in New York City. The filter prep process will entail cleaning and preparation of the cassettes, filter inspection, filter conditioning, and pre-weighing the filters. Filter pre-weighing will entail the use of standard weights and balance checks as required in the PM_{2.5} SOP. One Region 2 stipulation is every 10th filter (pre- and or post-weight) will be re-weighed. There will be no need for stability testing beyond the initial lot stability test. Following pre-weighing the filters will be loaded into the prepared cassettes, filters/cassettes numbers logged onto the spreadsheet, the filters/cassettes loaded into 3x5 bags, the 3x5 bags packed into 9x12 bags, the 9x12 bags packed in shipping containers, and shipped to New York.

Following sample collection, the contractor will receive the filter shipment, log the filters/cassettes into the spreadsheet, unloading the filters from the cassettes, conditioning for 24-hours, and complete final weighing using the protocol indicated above. The final weight will be recorded in the appropriate column on the EXCEL spreadsheet and the spreadsheet will be reviewed for accuracy. Once this review is completed the spreadsheet will be distributed electronically to the Region 2 contact as final. Post-weighed filters (in the petri-slides) will be packaged and returned to Region 2 bimonthly. Data to be recorded are cassette number, filter number, initial weight, final weight and particulate weight (all in milligrams).

The contractor may be required to attend meetings or conference calls with the TOPO(s) and other personnel for planning and coordinating field/laboratory activities. All work shall be completed in accordance with the instructions of the TDFs, including all referenced SOPs and documentation. No deviations from the required work or SOPs, instructions, or other procedures specified in TDFs, shall be made without prior receipt of alternate technical direction issued in accordance with the contract.

The contractor shall perform QA/QC related activities as associated with this task so as calibrations, implementing/preparation of field blanks, duplicates, QC checks, control charts, review of field data, entry of data into logbooks, preparation of chain-of-custody reports and deliverables, as specified in TDFs.

Deliverables for Analytical Support:

Sample filters will be delivered to the proper holding area or analyst as specified. Lab bench sheets/entry forms must be delivered and must indicate all appropriate procedures, weights, volumes, and standards used (lot numbers, traceability of standards must be in lab notebooks), times started and completed. The contractor personnel must sign and date all bench sheets or lab notebooks as specified in the SOPs.

After completion of a sample batch, the contractor shall submit the completed preparation or analysis record package to the TOPO as specified by the times in the **Purpose**. Documentation to be included in the deliverables package is specified in the SOPs.

Upon receipt of samples, the contractor will inform the TOPO of any problems with sample integrity, sample condition, or accompanying sample paperwork. The TOPO will evaluate the problem and provide alternate technical direction, if needed.

On a weekly basis during the quarterly sampling events the contractor shall submit to the TOPO, a lab status report for samples, indicating the work completed, work pending and estimated completion dates for active projects. In addition, note any problems found with equipment or supplies during the week.

Filters and accompanying field paperwork will be shipped directly to the laboratory by Region 2 field personnel. Upon completion of a batch analyses, a laboratory package consisting of electronic sampler data, field sheets/notes, chain-of-custody forms and laboratory documentation shall be provided. Data shall be enter into a database or place on the EPA WEB site. Reports will be sent or notification of posting data on the WEB will be made available to the TOPOs for review and upon final validation in the time frames specified in the **Purpose**.

The inventory of consumable supplies expected to be purchased by the contractor is listed below:

Office Supplies:

- Black ink cartridges (Data review and validation)
- Printer paper (Data review and validation)

Lab Supplies:

- filters of 46.2 mm PTFE
- Cassettes
- Petri-slides for filter conditioning and archival

Kimwipes
Staticide for cleaning weighing area and equipment
3 x 5 Anti-static bags (Cassette packaging)
9 x 12 Anti-static bags
Bubble wrap
Anti-static gloves
Ethanol
Liquinox (Cleaning cassettes)
Shipping coolers

Task 3 Administrative Management Activities

This task order is a "buy-in" funded by Region 2. This task order's costs shall be tracked separately and the internal, administrative and management activities necessary to effectively perform the services required by this support shall be included in these costs. The contractor shall break out from their monthly activity report the description of work accomplished under this TO and deliver a copy of it to the PO.

Deliverable for Administrative:

Monthly financial, site specific and status reports delivered to PO with the monthly contract reports.

Task 4 Maintenance and Repair of Facilities and Equipment and Health & Safety and Environmental Compliance Activities

Laboratory Support:

The Contractor shall maintain the laboratory facility by performing routine instrument and equipment maintenance, calibrations and certifications (per SOP), cleaning and preparation of glassware and equipment, and sample custodial duties.

The Contractor shall fulfill all Region 4 SEMP health & safety and environmental compliance responsibilities related to the fixed or mobile laboratories, including inspection of fume hoods, attainment and maintenance of required certifications, maintenance of fire extinguishers, etc.

Deliverable for Maintenance, Health & Safety and Environmental Compliance Activities:

Laboratory maintenance and health and safety and environmental compliance shall be included in the monthly status reports.

Task 5 Training:

The contractor shall ensure that all employees performing work under this TO have been provided any and all health & safety training required by law or regulation (Section H.31 of the contract) or EPA regional policy.

EPA requires that all personnel performing laboratory work under this task order must receive specific

training covering all aspects of the analytical work, including associated QA/QC activities. The contractor will be required to send all non-certified personnel anticipated to be assigned to this task order to one of the PM_{2.5} national training sessions. Upon successful completion of the training program, personnel will be certified to perform analytical work under this task order. No personnel may perform analytical work under this Task Order without prior certification by EPA. Details concerning specific dates and locations of training sessions will be provided to the contractor.

In the event of personnel changes, the contractor should contact the Region 4 TOPO to arrange for training and certification of new personnel.

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 06/27/01 <i>(Verbal)</i>		2. CONTRACT NO. (If any) 68-W-01-009		6. SHIP TO:			
3. ORDER NO. 0012		4. REQUISITION/REFERENCE NO. PR-R4-01-10476		a. NAME OF CONSIGNEE MICHAEL H. BIRCH, TOPO			
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region IV				b. STREET ADDRESS COLLEGE STATION RD			
7. TO:				c. CITY ATHENS		d. STATE GA	e. ZIP CODE 30613
a. NAME OF CONTRACTOR INTEGRATED LABORATORY SYSTEM				f. SHIP VIA			
b. COMPANY NAME				8. TYPE OF ORDER			
c. STREET ADDRESS P.O. BOX 13501				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Research Triangle Park		e. STATE NC	f. ZIP CODE 27709	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.			
9. DISBURSING OFFICE APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> d. WOMEN OWNED	
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS N/A	
13. PLACE OF							
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	See Attached						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			
21. MAIL INVOICE TO:						17(h). TOT. (Cont. pages)	
a. NAME Environmental Protection Agency							
b. STREET ADDRESS (or P.O. Box) Research Triangle Park Financial Management Cntr. (Mail Code MD-32)							
c. CITY Research Triangle Park		d. STATE NC	e. ZIP CODE 27711			\$4,960.00	17(i). GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Jeff Napier			
				TITLE: Alternate CONTRACTING/ORDERING OFFICER			

City of McFarland Superfund Site

Contract: 68-W-01-009, Task Order: 0012

Lead PR Number: PR-R4-01-10476

Summary Information

Title: City of McFarland Superfund Site
Period of Performance: From: 06/27/01
To: 09/30/02
Award Date: 06/27/01
Total Funding: \$4,960.00

Accounting/Appropriation Data

DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount	P / C
F0R078	01	T	72F	50102D	HQ00LA00		2505	\$4,960.00	P

Funding Breakout

Acct.Info	Funding Category	Amount	Redacted Exemption 4, CBI
FY2001 - F0R078	Estimated Cost Fixed Fee		
Total:		\$4,960.00	

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: MICHAEL H. BIRCH
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number: 706-355-8552
Fax Number:
E-Mail Address:

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: HERBERT C. BARDEN
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number:
Fax Number:
E-Mail Address:

Attachments

Attachment Type

Hours & Fee Billing
Invoice Approval
City of McFarland Superfund Site

Subcontractor Consent

Name	Type	Amount
MANTECH ENVIR.	Cost-Plus-Fixed-Fee	\$1,896.00

Task Order Totals

Category	Amount	Redacted Exemption 4, CBI
Estimated Cost		
Fixed Fee		

Hours & Fee Billing

Contract: 68-W-01-009, Task Order: 0012

Lead PR Number: PR-R4-01-10476

This is a cost reimbursable completion type order. The Government and contractor have agreed upon 104 direct labor hours.

Incremental funding of fee shall be based upon completion of the task order. Provisional payment of fee will be permitted for cost-plus-fixed-fee, completion-type task orders. Payment of fee is not to exceed 85% of the ratio of the negotiated fee to the negotiated cost, multiplied by the billed invoice costs (exclusive of fee).

Invoice Approval

Contract: 68-W-01-009, Task Order: 0012

Lead PR Number: PR-R4-01-10476

Invoice approval has been delegated to the contract level Project Officer and alternate only.

City of McFarland Superfund Site

Contract: 68-W-01-009, Task Order: 0012

Lead PR Number: PR-R4-01-10476

ESAT Task Order Document No. 12
Region 9 Analytical Laboratory Support
Period of Performance (POP) June 27, 2001 - September 30, 2002

PURPOSE

The purpose of this Task Order (TO) is to provide laboratory and data validation/reporting support for Region 9's ambient air quality monitoring activities at the "City of McFarland Superfund site", (CERCLIS No. CA0001118603, Site ID: 09BZ). The support includes the processing and weighing of filters and data reduction for the collection of particulates with an aerometric diameter of 2.5 microns or less (PM_{2.5}).

The contractor shall perform and provide PM_{2.5} type support to EPA Region 9 or the Region's designee under the provisions of the Statement of Work (SOW) Task Area I, Section A, C, D and E, Task Area III, Task Area IV, Task Area V and other applicable support functions, including equipment maintenance and repair and health & safety and environmental compliance activities outlined in the SOW and Standard Operating Procedures (SOP) listed later in this document. The Contractor shall perform project specific work as described below or on Technical Direction Forms (TDFs) at any time during the duration of the TO. The contractor shall prepare and perform quantitative analyses of samples as described in the contract SOW (Task Area I, Section A, C, D and E). The period of performance (POP) shall include four quarterly sampling periods of 18-20 days of duration. The approximate 3 week sampling periods shall commence July 2, 2001; December 29 - January 7, 2002; March 2002, and May-June 2002. (Tentative sampling dates are subject to change {1 to 2 weeks} depending on pesticide applications schedule, weather conditions, etc.).

One hundred filters (80 samples plus field blanks and quality assurance/quality control (QA/QC) samples) shall be processed and shipped for field collection activities in a timely manner. In addition, the contractor shall manage and control sample log-in, sample tracking, chain-of-custody, maintain databases, prepare bench sheets, prepare backlog reports and track sample analysis projections for the analyses ordered by this TO or subsequent TDFs for samples received from field activities from EPA Region 9. Reporting of raw data shall be provided within 30 days following the receipt of the last sample in the sampling period. Field data from the sample collection staff, (hard copy and electronic) shall be placed in the database, reviewed for accuracy and returned to the Region 9 McFarland Site RPM or designee for correctness. Upon receipt of reviewed data from the Region 9, the Region 4 ESAT contractor shall perform any corrections and provide the validated data with appropriate data qualifiers to the Region 4 TOPP within 15 days. All filter processing and related activities shall be performed according to the National PM_{2.5} PEP guidelines.

The contractor shall provide the analytical support at the Agency's Region 4 laboratory facilities. The contractor shall provide all labor, equipment (except on GFP list), maintain all laboratory equipment, laboratory consumables, related laboratory supplies and material necessary to accomplish the task order. No personnel may perform analytical work under this Task Order without prior certification by EPA.

Region 9 shall provide the resources and mode for shipping of all samples and filters.

The contractor may be required to attend meetings or conference calls with the TOPO(s) and other personnel for planning and coordinating field/laboratory activities.

Task 1: Task Order Management:

The contractor shall track the status of tasks, labor hours and costs for each task under this TO in accordance with the contract Attachment 2, Reports of Work Page 2-1 of 5. Program management costs shall be broken out from other costs in the financial report. Also, for accounting purposes, the site is "McFarland City of", CERCLIS No. CA0001118603, Site ID: 09BZ. The contractor shall provide the Project Officer (PO) and Task Order Project Officers (TOPOs) with weekly reports (or agreed upon frequency) of the above-referenced data. The initial report shall be in a format proposed by the contractor. EPA will review the initial report and specify changes for subsequent reports through the issuance of a Technical Direction Form (TDF)..

Team management shall meet with the PO, TOPOs, and/or other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

City of McFarland Superfund Site

Contract: 68-W-01-009, Task Order: 0012

Lead PR Number: PR-R4-01-10476

The contractor shall submit all deliverables required under this TO and Attachment 2 of the contract SOW through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPOs with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPOs prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO(s) as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall implement its quality assurance program in accordance with its EPA approved Quality Management Plan (QMP) that meets specifications in EPA QA/R2. The contractor shall prepare a Quality Assurance Project Plan (QAPP) according to the requirements outlined in EPA QA-R5 for activities under this TO involving environmental measurements within the time frames specified in the approved Work Plan for this TO. The contractor shall revise its QMP and QAPP in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement a health and safety program or followed a current approved plan in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed.

Deliverables:

The contractor shall submit to the Contracting Officer (CO), PO, and TOPO an SOP for tracking activities under this task with the TO Work Plan for EPA approval.

The contractor shall submit to the PO and TOPO weekly reports or agreed upon reporting of the status of tasks and costs under this TO. The reports shall be submitted on a weekly basis (or agreed upon reporting) for the preceding sampling/monitoring period.

The contractor shall adhere to the approved PM_{2.5} QMP, QAPP and Health and Safety Plan.

Task 2 Laboratory Analysis Support

In support of the McFarland Superfund site the contractor shall perform all activities utilizing the methods/SOPs specified in the PM_{2.5} FRM Performance Evaluation Program. SOPs are listed below:

1. PM_{2.5} FRM Performance Evaluation Program Laboratory Standard Operating Procedures
2. Implementation Plan: PM_{2.5} Federal Reference Method Performance Evaluation Program
3. Quality Assurance Guidance Document 2.12: Monitoring PM_{2.5} in Ambient Air Using designated Reference or Class I Equivalent Methods
4. PM_{2.5} FRM Performance Evaluation Program Quality Assurance Project Plan

Each of the documents listed above is available through the Internet at the following address:

www.epa.gov/ttn/amtic/pmqa.html

The contractor shall prepare sample filters and perform gravimetric analyses of approximately 100 particulate filters during the POP, utilizing the analytical methods specified in the SOPs and the Quality Assurance Plan, indicated in the **Purpose**. The contractor shall provide sample filters of the same quality and specifications as utilized in the National Filter Distribution Program and store them appropriately until use.

City of McFarland Superfund Site

Contract: 68-W-01-009, Task Order: 0012

Lead PR Number: PR-R4-01-10476

The contractor may be required to attend meetings or conference calls with the TOPO(s) and other personnel for planning and coordinating field/laboratory activities. All work shall be completed in accordance with the instructions of the TDFs, including all referenced SOPs and documentation. No deviations from the required work or SOPs, instructions, or other procedures specified in TDFs, shall be made without prior receipt of alternate technical direction issued in accordance with the contract.

The contractor shall perform QA/QC related activities as associated with this task so as calibrations, implementing/preparation of field blanks, duplicates, QC checks, control charts, review of field data, entry of data into logbooks, preparation of chain-of-custody reports and deliverables, as specified in TDFs.

Deliverables for Analytical Support:

Sample filters will be delivered to the proper holding area or analyst as specified. Lab bench sheets/entry forms must be delivered and must indicate all appropriate procedures, weights, volumes, and standards used (lot numbers, traceability of standards must be in lab notebooks), times started and completed. The contractor personnel must sign and date all bench sheets or lab notebooks as specified in the SOPs.

After completion of a sample batch, the contractor shall submit the completed preparation or analysis record package to the TOPO as specified by the times in the **Purpose**. Documentation to be included in the deliverables package is specified in the SOPs.

Upon receipt of samples, the contractor will inform the TOPO of any problems with sample integrity, sample condition, or accompanying sample paperwork. The TOPO will evaluate the problem and provide alternate technical direction, if needed.

On a weekly basis during the quarterly sampling events the contractor shall submit to the TOPO, a lab status report for samples, indicating the work completed, work pending and estimated completion dates for active projects. In addition, note any problems found with equipment or supplies during the week.

Filters and accompanying field paperwork will be shipped directly to the laboratory by Region 9 field personnel. Upon completion of a batch analyses, a laboratory package consisting of electronic sampler data, field sheets/notes, chain-of-custody forms and laboratory documentation shall be provided. Data shall be enter into a database or place on the EPA WEB site. Reports will be sent or notification of posting data on the WEB will be made available to the TOPOs for review and upon final validation in the time frames specified in the **Purpose**.

The inventory of consumable supplies expected to be purchased by the contractor is listed below:

Office Supplies:

- 1 Black ink cartridge (Data review and validation)
- Printer paper (Data review and validation)

Lab Supplies:

- 3 boxes (150) of 46.2 mm PTFE of 50)
- 100 Petri-slides for filter conditioning and archival
- Kimwipes
- 1 bottle of Staticide for cleaning weighing area and equipment
- 100 3 x 5 Anti-static bags (Cassette packaging)
- 10 9 x 12 Anti-static bags
- 1 roll of Bubble wrap
- ½ bag of Anti-static gloves
- ½ liter of Ethanol
- 1 small bottle of Liquinox (Cleaning cassettes)

Task 3 Administrative Management Activities

This task order is a "buy-in" funded by Region 9. This task order's costs shall be tracked separately and the internal, administrative and management activities necessary to effectively perform the services required by this support shall be included in these costs. The contractor shall break out from their monthly activity report the description of work accomplished under this TO and deliver a copy of it to the PO.

City of McFarland Superfund Site

Contract: 68-W-01-009, Task Order: 0012

Lead PR Number: PR-R4-01-10476

Deliverable for Administrative:

Monthly financial, site specific and status reports delivered to PO with the monthly contract reports.

Task 4 Maintenance and Repair of Facilities and Equipment and Health & Safety and Environmental Compliance Activities

Laboratory Support:

The Contractor shall maintain the laboratory facility by performing routine instrument and equipment maintenance, calibrations and certifications (per SOP), cleaning and preparation of glassware and equipment, and sample custodial duties.

The Contractor shall fulfill all Region 4 SHEMP health & safety and environmental compliance responsibilities related to the fixed or mobile laboratories, including inspection of fume hoods, attainment and maintenance of required certifications, maintenance of fire extinguishers, etc.

Deliverable for Maintenance, Health & Safety and Environmental Compliance Activities:

Laboratory maintenance and health and safety and environmental compliance shall be included in the monthly status reports.

Task 5 Training:

The contractor shall ensure that all employees performing work under this TO have been provided any and all health & safety training required by law or regulation, or EPA regional policy.

EPA requires that all personnel performing laboratory work under this task order must receive specific training covering all aspects of the analytical work, including associated QA/QC activities. The contractor will be required to send all personnel anticipated to be assigned to this task order to one of the PM_{2.5} national training sessions. Upon successful completion of the training program, personnel will be certified to perform analytical work under this task order. No personnel may perform analytical work under this Task Order without prior certification by EPA. Details concerning specific dates and locations of training sessions will be provided to the contractor.

In the event of personnel changes, the contractor should contact the Region 4 TOPO to arrange for training and certification of new personnel.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. EPA Region 4 Procurement Section, 14th Floor 61 Forsyth Street, SW Atlanta, GA 30303		7. ADMINISTERED BY (If other than Item 6) CODE	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INTEGRATED LABORATORY SYSTEM P.O. BOX 13501 Research Triangle Park (Industrial Area), NC 27709	(✓)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	✓	10A. MODIFICATION OF CONTRACT/ORDER NO. 68-W-01-009 TO# 11
		10B. DATED (SEE ITEM 13) 02/20/01
CODE FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See the section, Accounting/Appropriation Data, in the attachment on Page 2.

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232.22 "Limitation of Funds"

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This modification deobligates funding in the amount of \$166.82 and decreases the task order ceiling from \$14,896.00 to \$14,729.18.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHARLES K. HAYES	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Charles K. Hayes (Signature of Contracting Officer)	16C. DATE SIGNED JUL 8 2003

U.S. FISH & WILDLIFE ANALYTICAL SUPPORT

Contract: 68-W-01-009, Task Order: 0011, Mod: 0002

Summary Information

Title: U.S. FISH & WILDLIFE ANALYTICAL SUPPORT
Period of Performance: From: 02/20/01 To: 02/28/02
Award Date: 02/20/01
Total Funding: \$14,729.18

Accounting/Appropriation Data

The following item(s) have been added:

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	P / Amount C
Base	RH1001	01	BR	04ROXDH	20201B	00000000		2505	(\$166.82)

Funding Breakout

Acct.Info	Funding Category	Amount
FY2001 - RH1001	[M] Estimated Cost	Redacted
	Fixed Fee	Exemption 4, CBI
Total:		\$14,729.18

[M] - Modified
[A] - Added

TO Totals

The following item(s) have been modified:

Category	POP	From	By	To
Estimated Cost	Base Pd.			
		Redacted		
		Exemption 4, CBI		

TO Classification

The following changes have occurred:

The Task Order Ceiling has changed from \$14,896.00 to \$14,729.18.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 01/31/02	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. EPA Region 4 Procurement Section, 14th Floor 61 Forsyth Street, SW Atlanta, GA 30303		7. ADMINISTERED BY (If other than item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INTEGRATED LABORATORY SYSTEM P.O. BOX 13501 Research Triangle Park (Industrial Area), NC 27709			(✓)	9A. AMENDMENT OF SOLICITATION NO.
				9B. DATED (SEE ITEM 11)
			✓	10A. MODIFICATION OF CONTRACT/ORDER NO. 68-W-01-009 TO# 11
				10B. DATED (SEE ITEM 13) 02/20/01
CODE FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [X] is not, [] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The period of performance is hereby extended to 02/28/02. As the result of delays beyond the contractor's control additional time is required for the completion of previously assigned work under this Task Order. All other terms conditions, and costs previously negotiated remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHARLES K. HAYES	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA <i>Charles K. Hayes</i> (Signature of Contracting Officer)	16C. DATE SIGNED JAN 31 2002

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

U.S. FISH & WILDLIFE ANALYTICAL SUPPORT

Contract: 68-W-01-009, Task Order: 0011, Mod: 0001

Summary Information

Title: U.S. FISH & WILDLIFE ANALYTICAL SUPPORT
Period of Performance: From: 02/20/01
To: 02/28/02
Award Date: 02/20/01
Total Funding: \$14,896.00

Summary Changes

The anticipated expiration date has changed from 01/31/02 to 02/28/02.

Funding Breakout

Acct.Info	Funding Category	Amount
FY2001 - RH1001	Estimated Cost	
	Fixed Fee	
Total:		\$14,896.00

**Redacted
Exemption 4, CBI**

[M] - Modified
[A] - Added

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 8 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/20/01		2. CONTRACT NO. (If any) 68-W-01-009		6. SHIP TO:	
3. ORDER NO. 0011		4. REQUISITION/REFERENCE NO. PR-R4-01-		a. NAME OF CONSIGNEE MICHAEL H. BIRCH, TOPO	
5. ISSUING OFFICE (Address correspondence to) U.S. EPA				b. STREET ADDRESS COLLEGE STATION RD	
7. TO:				c. CITY ATHENS	d. STATE GA
				e. ZIP CODE 30613	
a. NAME OF CONTRACTOR INTEGRATED LABORATORY SYSTEM				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS P.O. BOX 13501				[] a. PURCHASE REFERENCE YOUR:	
d. CITY Research Triangle Park		e. STATE NC		f. ZIP CODE 27709	
g. FEDERAL AGENCY/APPROPRIATION DATA See Attached				b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
				10. REQUISITIONING OFFICE Same as Block 6	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN OWNED
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
13. PLACE OF		16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6	b. ACCEPTANCE Same as Block 6		

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	See Attached					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
		21. MAIL INVOICE TO:				
a. NAME Environmental Protection Agency						
b. STREET ADDRESS (or P.O. Box) Research Triangle Park Financial Management Center (MD-32)						
c. CITY Research Triangle Park		d. STATE NC	e. ZIP CODE 27711			
				17(h). TOT. (Cont. pages)		
				17(i). GRAND TOTAL		

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)

SAM R. JAMISON

TITLE: CONTRACTING/ORDERING OFFICER

U.S. Fish & Wildlife Analytical Support

Contract: 68-W-01-009, Task Order: 0011

Lead PR Number: PR-R4-01-

Summary Information

Title: U.S. Fish & Wildlife Analytical Support
Period of Performance: From: 02/20/01
To: 01/31/02
Award Date: 02/20/01
Total Funding: \$14,896.00

Accounting/Appropriation Data

DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C P
RH1001	02	BR	04R0XDH	20201B	00000000		2505	\$14,896.00	P

Funding Breakout

Acct.Info	Funding Category	Amount	
FY2001 - RH1001	Estimated Cost		Redacted Exemption 4, CBI
	Fixed Fee		
Total:		\$14,896.00	

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: MICHAEL H. BIRCH
COLLEGE STATION RD
ATHENS, GA 30613

Mail Code:
Phone Number:
Fax Number:
E-Mail Address:

Attachments

Attachment Type

Hours & Fee Billing
U.S. Fish & Wildlife Analytical Support

Task Order Totals

Category	Amount	
Estimated Cost		Redacted Exemption 4, CBI
Fixed Fee		

Hours & Fee Billing

Contract: 68-W-01-009, Task Order: 0011

Lead PR Number: PR-R4-01-

This is a cost reimbursable completion type order. The government and contractor have agreed upon 310 direct labor hours.

Incremental billing of fee shall be based upon completed TDFs.

January 29, 2001 (2:31PM)

Statement of Work
Task Order No. 011
U. S. Fish and Wildlife Analytical Support
Period of Performance 2/20/2001 - 1/31/2002

PURPOSE

The purpose of this Task Order (TO) is to provide through a buy-in from EPA Region 4 Water Management Division analytical, field, biological, data review/data entry and QA/QC support to the Science Ecosystem Support Division (SESD). The contractor shall perform and provide field/laboratory support services to the EPA Region 4 or other government entities under the provisions of the contract Statement of Work (SOW) Task Area I, Analytical Support, and Task Area III: Analytical Logistical Support. See Attachments 1 for Region 4's expected number of requests for each Task listed below.

STATEMENT OF WORK:

The contractor shall provide analytical chemistry, biological, field sampling and analytical support to EPA at the Agency's regional laboratory facilities and at specified field locations using mobile laboratory(ies) and/or field based analytical methods.

The contractor shall comply with all SESD SHEMP health and safety, environmental, waste handling and other applicable SESD work rules while conducting on-site or off-site functions. The contractor shall also follow Good Automated Laboratory Practices for all analytical work required by this TO. Upon issuance of this TO, the Task Order Project Officer (TOPO) will provide the contractor with applicable requirements. The contractor shall become familiar with all applicable standard operating procedures (SOPs) referenced in and accompanying the TO.

The contractor shall notify the TOPO immediately if it encounters any equipment failure that cannot be readily remedied by the contractor or technical problems that may impact the quality or on-time delivery of deliverables, or if any required equipment or supplies are unavailable to accomplish required work under this TO.

Task 1: Task Order Management:

The contractor shall track the status of tasks, labor hours and costs for each task under this TO in accordance with the contract Attachment 2, Reports of Work Page 2-1 of 5 and a SOP to be submitted by the contractor for EPA approval. Program management costs shall be broken out from other costs in the financial report. The contractor shall provide the Project Officer (PO) and Task Order Project Officer (TOPO) with weekly reports of the above-referenced data. The initial report shall be in a format proposed by the contractor. EPA will review the initial report and specify changes for subsequent reports through the issuance of a Technical Direction Form (TDF).

Team management shall meet with the PO, TOPO, and other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPO with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPO prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall implement its quality assurance program in accordance with its EPA approved Quality Management Plan (QMP) that meets specifications in EPA QA/R2. The contractor shall prepare a Quality Assurance Project Plan

(QAPP) according to the requirements outlined in EPA QA-R5 for activities under this TO involving environmental measurements within the time frames specified in the approved Work Plan for this TO. The contractor shall revise its QMP and QAPP in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement a health and safety program in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety Plan as needed to assure that all requirements specified above are addressed.

Deliverables: The contractor shall submit to the Contracting Officer (CO), PO, and TOPO an SOP for tracking activities under this task with the TO Work Plan for EPA approval.

The contractor shall submit to the PO and TOPO weekly reports of the status of tasks and costs under this TO.

The contractor shall submit to the PO and TOPO a QMP and QAPP, covering applicable activities under this TO within the time frames specified in the approved in the Work Plan for this TO. The contractor shall submit to the PO and TOPO any revisions to its QMP and QAPP, in accordance with task requirements and TDFs issued by EPA.

The contractor shall submit to the PO and TOPO a Health and Safety Plan within the time frame specified in the approved Work Plan for this TO.

Task 2: Environmental Sample Analysis:

The contractor shall prepare and/or analyze environmental samples consisting of a variety of media for chemical contaminants including, but not limited to, pesticides/PCBs, volatiles and semivolatile organic compounds; cyanide, metals, nutrients and other inorganic analytes.

Table 1 is an estimate of the number of samples and analytes that will require preparation and/or analysis. For this TO the contractor shall provide the work plan, costs, etc. for these estimates.

The TOPO shall assign the analysis of each batch of samples covering a specific project and other analytical support activities through the issuance of a TDF. The TDF will specify the number and identity of samples requiring analysis, the analytical methodologies to be used and a schedule for analysis and submission of deliverables.

The Contractor shall perform the following activities in accordance with the U.S. EPA, Region IV Environmental Investigations Branch Standard Operating Procedures and Quality Assurance Manual, dated January 1997, (<http://www.epa.gov/region4/sesd/eisopqam/eisopqam.html>) the U.S. EPA, Region IV Analytical Support Branch Operations and Quality Control Manual, dated August 2000, (<http://www.epa.gov/region4/sesd/asbsop/asbsop.html>), or any and all revisions of the guidance, and other guidance documents stated in this TO. The guidelines above are available through the Internet at the following address: http://www.epa.gov/region4/sesd/sesdpub_guidance.html.

The contractor shall perform all extractions, analyses and data reductions of assigned samples in conformance with specified SOPs and TDF requirements. During all analytical steps, the contractor shall comply with all quality assurance requirements, including the maintenance of quality control measurements, as specified in the applicable SOPs. The contractor shall also prepare all analytical standards required for the sample analysis.

The contractor shall maintain logbooks and worksheets in accordance with good laboratory practices and complete all documents and recordings as required by the analytical SOP. The contractor shall archive sample extracts in the designated areas, upon completion of the analysis of each batch of samples, and archive the data on electronic media, when required by storage capacity, in accordance with the appropriate SOPs.

The contractor shall track the progress of completion of each analytical project by updating the QA/QC status of the samples in the Region 4 Laboratory Information Management System (R4LIMS) to track sample preparation (number of samples), analysis and data reduction and submission of deliverables.

The contractor shall perform other analytical support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of laboratory equipment. These activities include the analysis of performance evaluation and other QA-related samples; the evaluation of instrumentation, software, and methodologies; the review, preparation or revision of analytical SOPs; and other analytical-related support tasks.

Deliverables: The contractor shall submit to the TOPO reports pertaining to the analysis of samples, as referenced in

SOPs of this TO, and reports of other analytical support activities, in accordance with the requirements specified in TDFs. The contractor shall submit the appropriate data and also enter the data into R4LIMS. Included in the package is the cover letter for each report to the TOPO or as designated in the TDF.

Task 3: Biological Support:

The contractor shall perform the following biological activities listed in **B. Biological Support:** of the contract SOW in accordance with the U.S. EPA Region IV Ecological Assessment Branch Standard Operating Procedure Manual, January 2000, and Region IV Standard Operating Procedures for Toxicity Testing Hazardous Waste Assessments, May 1992, ASTM Standards on Biological Effects and Environmental Fate. Second Edition 1999, Methods for Measuring The Toxicity and Bioaccumulation of Sediment Associated Contaminants with Freshwater Invertebrates, Second Edition 1999, Rapid Bioassessment Protocols for Use in Wadeable Streams and Rivers, Second Edition, 841-B-99-002, Macroinvertebrate Field and Laboratory Methods for Evaluating the Biological Integrity of Surface Water, EPA/600/4-90/030, November 1990.

The contractor shall perform all analyses and data reductions of assigned samples in conformance with specified SOPs and TDF requirements. During all analytical steps, the contractor shall comply with all quality assurance requirements, including the maintenance of quality control measurements, as specified in the applicable SOPs.

The contractor shall provide acute and chronic toxicity tests with Ceriodaphnia, fathead minnows, lettuce, earth worms, amphipods, algal, Microtox, and/or other organisms on samples collected at specified sites. Perform activities necessary for the culturing and maintenance of biological test organisms to assure an adequate, viable supply of the organisms for biological/microbiological testing at the EPA regional laboratories. The contractor shall obtain new test organisms in order to maintain existing laboratory cultures. Perform culturing activities in accordance with established, approved or regulated methodologies and laboratory SOPs specified in the TO or through TDFs. Collect bioassay samples and/or organisms at specified sites. Perform on-site toxicity testing, algal growth potential, chlorophyll pigments and other bioassessment procedures, or endangered species assessments. The contractor shall provide data reduction, enumeration and statistical analysis for the toxicity analysis.

The contractor shall collect biological samples such as mussels, crabs, fish, reptiles and amphibians and shall perform rapid bioassessments per U.S. EPA 841-B-99-002 and Region 4 SOP. In-conjunction with the rapid bioassessment the contractor shall conduct habitat evaluations. The contractor shall perform sorting, taxonomic identification and enumeration of macro invertebrates and fish species. This would also include sample processing such as tissue homogenization and sample shipping.

The contractor shall develop and implement a site work plan detailing required field activities, including sample collection and testing, test organism identification and examination, sample preparation and packaging, chain-of custody requirements, and decontamination procedures per the TO or as issued in the TDF.

The contractor shall perform other analytical/biological support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of laboratory equipment.

The contractor shall provide for data entry of results into R4LIMS or other spreadsheets or databases as according to instructions in the SOPS or SOPs.

Deliverables:

The contractor shall submit to the TOPO reports pertaining to the analysis of samples, as referenced in SOPs of this TO, and reports of other biological support activities, in accordance with the requirements specified in TDFs. The contractor shall submit the appropriate data and the cover letters for each report to the TOPO or as designated in the TDF. The contractor shall submit revised SOPs with the test reports.

The contractor shall perform the culturing and maintenance of biological test organisms including QC to assure an adequate, viable supply of the organisms for biological testing at the EPA regional laboratory. The contractor shall obtain new test organisms in order to maintain existing laboratory cultures.

The contractor shall provide forms and laboratory log books for all recordings including QA/QC documentation required by the SOPs and TDFs, and daily calibration of laboratory instruments.

The contractor shall provide monthly reports and related QC for Standard Reference Toxicity Tests (chronic and acute).

Raw and QC data shall be included in the reports as specified in the SOPs, TOs or TDFs.

Task 4: Field/Warehouse Support:

The contractor shall provide support as listed in **C. Field Analytical Support, Field Warehouse Operations Support**, and pertinent **Task Area III, Analytical Logistical Support** in the contract SOW. The contractor shall perform the following field activities in accordance with the U.S. EPA Region IV Environmental Investigations Standard Operating Procedure Manual, January 1997, or any and all revisions of the guidance:

- Provide decontamination/cleaning of field equipment, analytical instruments, as well as sample container preparation to meet with QA/QC checks and requirements.
- Provide field investigation vehicle loading/unloading support. Receives equipment loadout requests and insures that field sampling and testing equipment is cleaned and prepared for use to meet with QA/QC requirements. Includes maintenance of batteries and battery shed.
- Maintain Field Equipment Center (FEC) in a neat and organized manner and track the inventory of supplies in a computer database for tracking consumables for field projects.
- Provide routine field and laboratory instrument/operator maintenance incidental to other assigned tasks including log in of maintenance and calibration records.
- Setup and perform QC checks to verify calibrations on new field sampling and field analytical equipment to assure that equipment is operating according to vendor specifications, assist in configuring equipment to accomplish field analytical tasks.
- Provide field and analytical support. Conduct pH, DO, turbidity, temperature, conductivity, water level measurements and similar testing and air monitoring. Collect and preserve water, soil/sediment, waste, and leachate samples for subsequent chemical analysis. The contractor shall perform other field analytical support activities necessary for the analysis of environmental samples such as preparation of reagents, standards and other related materials as well as calibration of field equipment
- Precisely locate and document sampling sites and features at hazardous waste and other sites. GPS coordinates are collected and provided to EPA's GIS Section for inclusion in the GIS program.
- Process and enter analytical data and its associated location information into a GIS or EMAP environmental system, necessary to display analytical data source maps and tables. Generate source maps using ARC/INFO, AUTOCAD, or other commercially available software.
- Generate and/or distribute chain-of-custody documentation, traffic report forms, electronic field sheets and sample tags. This may include using EPA developed sample tracking software, (e.g., Forms II Lite);
- Package and ship field samples, including document management, and return coolers.

Frequent travel within Region IV is required. The contractor will coordinate with Project Leaders for transportation to site via GOV or GFP. Site visits may include documentation of field collection efforts, sampling locations, and methodologies to determine if technical comments provided in site-specific work plans are followed and incorporated into subsequent deliverables. The contractor shall prepare detailed records of all such activities. In all instances, the contractor shall identify themselves as employees of ILS/Mantech.

Deliverables: The contractor shall prepare and submit reports associated with the above list of tasks as per **F. Deliverables** in the contract SOW, appropriate regional TO/SOPs or as issued through the TDF. Computer reports will be provided for ordering of consumables and items consumed for field projects.

Task 5: Routine Instrument Maintenance:

The contractor shall perform routine analytical laboratory instrument set up and maintenance activities required for the analysis of samples assigned under this TO. The TOPO shall assign routine set up and maintenance of instrumentation, not completed in connection with the contractor's analysis of samples, through the issuance of a TDF, which will specify the nature of the tasks and schedule for completion.

Deliverables: The contractor shall prepare and submit a report to the PO and TOPO outlining the activities completed and difficulties encountered for tasks assigned through each TDF within five (5) days of completion.

Task 6: Technology Transfer:

The contractor shall provide information to EPA personnel for the purpose of transferring knowledge of a specific analytical or QA technique or technology obtained in performing work under the ESAT contract, and attend conferences or meetings, in accordance with Task Area V of the contract Statement of Work (SOW). The TOPO will issue TDFs to the contractor specifying the information required and the schedules for completion.

Deliverables: The contractor shall prepare and deliver to the PO and TOPO a summary of information provided under each TDF within five (5) days of completion.

Task 7: Training:

The contractor shall attend vendor-specific training in new technologies or specialty equipment/instruments and other EPA-specific training relating to the analysis of environmental samples, in accordance with Task Area V of the contract SOW. This may include training related to analytical instrumentation, field sampling technology, quality assurance, software or other related material. All training shall be performed only upon prior issuance of a TDF, specifying the nature of and schedule for training.

Task 8: Sample Custodian and File Manager:

The contractor shall perform sample custodial duties at SESD for environmental samples in accordance with the SOPs specified above. The contractor shall receive environmental samples arriving at the laboratory, and upon receipt, log the samples into the R4LIMS and refrigerator/freezer log and store the samples in the appropriate refrigerators, freezers, or shelves. The contractor shall generate and/or distribute chain-of-custody, traffic report forms, electronic field sheets and sample tags. This may include using EPA developed sample tracking software, (e.g., Forms II Lite). Tracking, packaging, and shipping samples; and the return of coolers to the FEC will be requested.

The contractor shall meet "all" HAZMAT safety procedures for handling of materials such as alcohol or formalin. The contractor shall perform support activities relating to the disposal of environmental samples in accordance with the Sample Disposition and Disposal SOP in the SHEMP Manual. These activities include the storage of analyzed samples in the appropriate refrigerators, tracking of samples due for disposal, obtaining reports for samples to be disposed of, filing of the sample disposal sheets after sign-off by the site project officer, and notification of designated EPA personnel that samples are ready for disposal.

Deliverables: The contractor shall submit to the PO and/or TOPO completed forms and document inventories, in accordance with HAZMAT SOP requirements.

Table 1
ESTIMATED NUMBER OF SAMPLES AND ANALYTES

TYPE ANALYSIS	Samples
Sample Disposal	20
Toxicity Testing	20
Biological Collections (Sites)	5